UNIVERSITY OF SOUTH CAROLINA AIKEN

Student Employee Evaluation Form

Name of Student:_____ Last 4 of SSN#:_____

Department:_____ Job Title:_____

Evaluation Period:_____Average Number of Hrs/Wk Worked:_____

Name & Title of Supervisor:_____

Please rate each of the following items by checking the appropriate box

Exceeds Expectations (E); Meets Expectations (M); Needs Improvement (N); Unsatisfactory (U)

	E	M	N	U	Comments
1. ATTENDANCE: Is punctual; has regular attendance, stays entire scheduled time.	☐	☐	☐	☐	
2. DEPENDABILITY: Is trustworthy; reliable;fulfills responsiblities; follows directions, departmental and USCA guidelines/rules; accepts responsibities and completes assignments.	☐	☐	☐	☐	
3. QUALITY OF WORK: Work is accurate and thorough; is organized; uses materials and time economically.	☐	☐	☐	☐	
4. QUANTITY OF WORK: Has ability to do a comparitively large amount of work of above average quality; has ability to both work under pressure and under normal conditions.	☐	☐	☐	☐	
5. ATTITUDE: Works cooperatively with peers, supervisors and others; is courteous and cheerful; is willing to take on difficult tasks; takes instructions cheerfully; able to accept constructive criticism and suggestions.	☐	☐	☐	☐	
6. INITIATIVE: Shows interest, enthusiasm and energy; has ability to begin or follow through with assigned tasks; searches for additional work when assignments are completed.	☐	☐	☐	☐	
7. PROFESSIONALISM: Dresses appropriately for the position; has self control; conducts self in professional manner; has ability to make sound decisions; uses common sense in performance of duties; is tactful in relations with others.	☐	☐	☐	☐	