

## Student Assistant Employee Evaluation

Name: \_\_\_\_\_ Classification Code: \_\_\_\_\_

Department: \_\_\_\_\_ Reports To: \_\_\_\_\_

Evaluation Period: From \_\_\_/\_\_\_/\_\_\_ To \_\_\_/\_\_\_/\_\_\_

<b>5 = Outstanding</b> <b>2 = Needs Improvement</b> <b>4 = Exceeds Expectations</b> <b>1 = Fails to Meet Expectations</b> <b>3 = Meets Expectations</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
<b><u>ATTITUDE:</u></b> Maintains professional and courteous demeanor.					
<b><u>COMMUNICATION:</u></b> Demonstrates effective verbal and written communication skills.					
<b><u>CONFIDENTIALITY:</u></b> Maintains confidentiality of departmental records.					
<b><u>COOPERATION:</u></b> Accepts job assignments willingly. Works well with all levels of employees and managers within the department.					
<b><u>CUSTOMER SERVICE:</u></b> Provides consistent, quality customer service to internal and external customers.					
<b><u>DEPENDABILITY:</u></b> Arrives to work on time and completes assigned tasks.					
<b><u>QUALITY OF WORK:</u></b> Completes work accurately and thoroughly.					
<b><u>COMMENTS:</u></b>					
<b><u>SIGNATURES:</u></b>					
Student Assistant: _____	Reports To: _____				
Reviewed By (MPP): _____	Date: _____				