Student Assistant Employee Evaluation

Name: _____ Classification Code: _____

Department: _____ Reports To: _____

Evaluation Period: From ____/____/____ To ____/____/____

5 = Outstanding **4** = Exceeds Expectations **3** = Meets Expectations	**2** = Needs Improvement **1** = Fails to Meet Expectations	**5**	**4**	**3**	**2**	**1**
ATTITUDE: Maintains professional and courteous demeanor.						
COMMUNICATION: Demonstrates effective verbal and written communication skills.						
CONFIDENTIALITY: Maintains confidentiality of departmental records.						
COOPERATION: Accepts job assignments willingly. Works well with all levels of employees and managers within the department.						
CUSTOMER SERVICE: Provides consistent, quality customer service to internal and external customers.						
DEPENDABILITY: Arrives to work on time and completes assigned tasks.						
QUALITY OF WORK: Completes work accurately and thoroughly.						

COMMENTS:

SIGNATURES:

Student Assistant: _____ Reports To: _____

Reviewed By (MPP): _____ Date: _____