



# HARTNELL COLLEGE

## STUDENT EMPLOYEE PERFORMANCE EVALUATION FORM

Student Hourly or Work Study

Name: \_\_\_\_\_

Employee ID#: \_\_\_\_\_

Classification: \_\_\_\_\_

Department: \_\_\_\_\_

Current Step /Rate: \_\_\_\_\_ / \_\_\_\_\_

Evaluation Date: \_\_\_\_\_

The rating categories are:

- 1. Performance deficient and requires immediate improvement
- 2. Improvement needed for performance to meet expected standards
- 4. Performance frequently exceeds expected standards
- 5. Performance consistently exceeds expected standards

					<b>1. QUALITY OF WORK:</b> Consider extent to which completed work is accurate, well organized, thorough, and effective.	
					<b>2. WORKING RELATIONSHIPS:</b> Consider extent to which the student employee recognizes the needs and desires of other people and treats other students, coworkers, the public, and supervisors with respect and courtesy.	
					<b>3. WORKING ATTITUDES:</b> Consider extent to which the student employee learns and applies new ideas and technology, demonstrates interest and initiative, and accepts job responsibilities.	

- 4. ORGANIZATIONAL AND TEAM RELATIONSHIPS:** Consider extent to which the student employee:
- a. accepts constructive criticism and feedback;
  - b. keeps supervisor and co-workers advised of problems, ideas or decisions;
  - c. provides information and assistance to others.