



HUMAN RESOURCES  
MANAGEMENT

**STUDENT ASSISTANT EVALUATION**

**Instructions:** At the end of every semester or at least annually, use this form to provide feedback on work performance. You may also use this form to substantiate student pay increases. Evaluations are highly recommended. Completed evaluations should be submitted to [Student Employment Dropbox folder](#).

**Student's Name:** \_\_\_\_\_ **Preferred Name:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_ **Student's ID#:** \_\_\_\_\_

**Supervisor's Name** \_\_\_\_\_ **Review Period Dates:** \_\_\_\_\_ to \_\_\_\_\_

**Department Name:** \_\_\_\_\_

**Brief Description of Duties:**

	Needs Improvement	Satisfactory	Exceeds Expectations
<b>Productivity:</b> (Overall Performance, Quality of Work, Technology, Critical Thinking)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please explain:			

	Needs Improvement	Satisfactory	Exceeds Expectations
<b>Professionalism:</b> (Attendance, Customer Service, Feedback orientated, Responsibility, Communication, Confidentiality)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please explain:			

	Needs Improvement	Satisfactory	Exceeds Expectations
<b>Collaboration:</b> (Leadership and Teamwork, equity and inclusion)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please explain:			

\* Disclaimer: At minimum one category should be selected for evaluation.

<b>Strengths:</b>
<b>Opportunities for Growth:</b>
<b>Overall Comments:</b>

This evaluation has been explained to me and I understand the contents. I also understand that my signature does not necessarily indicate my agreement with the above evaluation.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

