

## STUDENT EMPLOYEE PERFORMANCE EVALUATION

STODENT IMMIL.	WNC ID #:						
EVALUATION SEMESTER:	FALL SPF	RING SUM	MER 20	_			
DEPT:	JOB TITLE:						
SUPERVISOR:	EMAIL:						
CUSTOMER SERVICE Behaves in a welcoming manner. Cr meets customers needs. Appropriate	nnner. Creates a sense of inclusion for all cust propriately utilizes resources and provides acceptative demeanor and appears proud to represent 2 2 3 3 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4		omers. Efficiently urate information. t the college.  Commenda Proactively seek serve others. No service to comorkers. Strivental commends.	and effectively			
COMMUNICATION  Ability to express ideas and share information (written and spoken) in a productive manner. This includes non-verbal, attitude and tone. Promotes a welcoming work environment.							
□ N T / A □ 1							
□ N/A □ 1	2	<u>3</u>	4	<u>5</u>			
Developing Performance/	2 Meets Expectatio	•	Commenda	ble/Excellent			
Developing Performance/ Unsatisfactory	Provides accurat	e information.	Commenda Demonstrates	able/Excellent superior written,			
Developing Performance/ Unsatisfactory Does not share information as	Provides accurate Shares appropriate	e information. te and helpful	Commenda Demonstrates verbal and	able/Excellent superior written, d non verbal			
Developing Performance/ Unsatisfactory Does not share information as needed. Exhibits low	Provides accurate Shares appropriation and	e information. te and helpful ideas to keep	Commenda Demonstrates verbal and communication	able/Excellent superior written, d non verbal n skills. Exhibits			
Developing Performance/ Unsatisfactory  Does not share information as needed. Exhibits low responsiveness. Attitude is often	Provides accurate Shares appropriation and work flow produce	e information. te and helpful ideas to keep tive. Minimizes	Commenda Demonstrates verbal and communication confidence,	able/Excellent superior written, d non verbal n skills. Exhibits credibility and			
Developing Performance/ Unsatisfactory Does not share information as needed. Exhibits low	Provides accurate Shares appropriation and	e information.  Ite and helpful  ideas to keep  tive. Minimizes  consive and  Cfectively with	Commenda Demonstrates verbal and communication confidence, professional of	able/Excellent superior written, d non verbal n skills. Exhibits			
Developing Performance/ Unsatisfactory  Does not share information as needed. Exhibits low responsiveness. Attitude is often not positive.  TEAMWORK	Provides accurate Shares appropriate information and work flow product conflict. Responding communicates experiences of their second conflicts and communicates experiences are communicates experiences.	e information. Ite and helpful ideas to keep tive. Minimizes consive and effectively with es.	Commenda Demonstrates verbal and communication confidence, professional of	able/Excellent superior written, d non verbal n skills. Exhibits credibility and demeanor when unicating.			
Developing Performance/ Unsatisfactory Does not share information as needed. Exhibits low responsiveness. Attitude is often not positive.  TEAMWORK The degree to which the student emp	Provides accurate Shares appropriation and work flow product conflict. Respondent communicates expenses of the soloyee works well well with the soloyee works well well well appropriate approved the soloyee works well well well appropriate appropr	e information. Ite and helpful ideas to keep tive. Minimizes consive and Efectively with Es.	Commenda Demonstrates verbal and communication confidence, professional of	able/Excellent superior written, d non verbal n skills. Exhibits credibility and demeanor when unicating.			
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Developing Performance/ Unsatisfactory  Does not share information as needed. Exhibits low responsiveness. Attitude is often not positive.  TEAMWORK The degree to which the student emprojects. Aware of and sensitive to to the new projects. Aware of and sensitive to the new projects.	Provides accurate Shares appropriation and work flow product conflict. Respondent communicates expected by the needs of the team [2] 2  Meets Expectation Understands and in team setting.	e information. Ite and helpful ideas to keep tive. Minimizes ionsive and effectively with is.  3 Ins/Satisfactory values working Able to take to consideration work tasks and	Commenda Demonstrates verbal and communication confidence, professional of commu	able/Excellent superior written, d non verbal n skills. Exhibits credibility and demeanor when inicating.  routine tasks and  5 able/Excellent e to team members d needs. Willing to			

## **QUALITY OF WORK** The degree to which the student employee demonstrates the ability to be responsible (including being on time), learning new tasks, and following instructions. Work is of high quality, accurate and complete. $N/\overline{A}$ 14 5 **Developing Performance**/ **Meets Expectations/Satisfactory** Commendable/Excellent Meets deadlines. Work meets Unsatisfactory Work exceeds expectations. Can struggle with time expectations and is accurate and Student is a quick learner and management. Work contains timely. Able to learn new tasks adaptable to new and or changing errors and is inconsistent. quickly. work assignments. Demonstrates Deadlines are not always met. excellent time management. Very few errors/issues. Struggles to learn new tasks and perform efficiently. **OVERALL PERFORMANCE RATING:** EXCELLENT – no areas in need of improvement COMMENDABLE – great job, but can grow in small areas MEETS EXPECTATIONS/SATISFACTORY – gets the job done DEVELOPING PERFORMANCE – lots of room for growth, learning potential UNSATISFACTORY – not doing a good job SUPERVISOR COMMENTS/EXPECTATIONS/COLLABORATIVE GOALS:

EMPLOYEE  I acknowledge having seen and discussed this evaluation with	ith my supervisor.
Signature	Date
SUPERVISOR	
I have shared and discussed this evaluation with the above evaluation to the Student Employment Coordinator.	employee. I have provided a copy of this
Signature	Date