



P.O. Box 37 • Greencastle, Indiana 46135-0037

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OFFICE NAME

Student Employee Performance Review

Name of Student:

Date:

Supervisor Name:

Student Job Title

Department

Use the below rating system to evaluate the student based on their performance in their role:

US – Unsatisfactory

IN – Improvement Needed

A – Average

AA – Above Average

E – Excellent

N/A – Not applicable

Position Competency: Familiarity with details of job duties and how proficiently these duties are carried out.

US	IN	A	AA	E	N/A

Dependability: Reliability of student to accomplish tasks

US	IN	A	AA	E	N/A

Initiative/Aptitude: Ability of student to act on their own, how quickly they learn to work, and whether or not they show initiative to learn new aspects of their job

US	IN	A	AA	E	N/A

Cooperation: Works well with coworkers and supervisors

US	IN	A	AA	E	N/A

Professionalism: Adheres to schedule, remembers the dress code, maintains confidentiality, respects department policies on homework, cell phone use, ETC

US	IN	A	AA	E	N/A

Student Signature _____

Date _____

Supervisor Signature _____

Date _____