

**Financial Aid/Student Employment Office**  
103 John Wilder Tower

**Office: (901)-678-4825**  
**FAX: (901) 678-5902**

**STUDENT EVALUATION FORM**

Name \_\_\_\_\_ U ID Number \_\_\_\_\_

Job Type \_\_\_\_\_ Current Hourly Rate \_\_\_\_\_

Department Name \_\_\_\_\_ Job Description (attach a copy of description)

Dates of Employment: \_\_\_\_\_

Length of time employee has worked in this position: \_\_\_\_\_

**Job Performance Rating**

| Circle an appropriate rating number for the employee | Unsatisfactory | Below Standard | Standard | Above Standard | Outstanding | Not Applicable |
|--|----------------|----------------|----------|----------------|-------------|----------------|
| Reliability  | 1              | 2              | 3        | 4              | 5           | N/A            |
| Quality of work                                      | 1              | 2              | 3        | 4              | 5           | N/A            |
| Demonstrates initiative                              | 1              | 2              | 3        | 4              | 5           | N/A            |
| Works well with others                               | 1              | 2              | 3        | 4              | 5           | N/A            |
| Flexibility  | 1              | 2              | 3        | 4              | 5           | N/A            |
| Customer Service                                     | 1              | 2              | 3        | 4              | 5           | N/A            |

Comments to support numerical ratings:

General Comments:

Would you recommend this employee to another department or employer? Yes \_\_\_\_\_ No \_\_\_\_\_

Signed By

Supervisor: \_\_\_\_\_

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

Student Employee: \_\_\_\_\_

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

Note: The signature of the student employee does not signify that the student employee agrees with the evaluation, only that it has been discussed with the student employee.

Rev. 03/2012