



**Student Employment Feedback Form**

Student Name: \_\_\_\_\_ Banner ID \_\_\_\_\_

Department: \_\_\_\_\_ Position Title: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Supervisor Extension \_\_\_\_\_

Please evaluate the student according to the following criteria, offering additional comments where appropriate:

- 1) Productivity: Student completes assignments in a timely manner, performs high quality work that is accurate and thorough, and manages time effectively.  
*Circle one:    Excels                    Meets Expectations                    Needs Work*
  
- 2) Punctuality: Student is responsible, dependable, punctual, has good attendance, and notifies supervisor if s/he will be late or unable to work.  
*Circle one:    Excels                    Meets Expectations                    Needs Work*
  
- 3) Attitude Toward Work: Student is enthusiastic, interested, diligent, courteous, and willing to work at difficult or disagreeable tasks.  
*Circle one:    Excels                    Meets Expectations                    Needs Work*
  
- 4) Communications Skills: Student expresses thoughts clearly and is professional in dealing with both co-workers and the public.  
*Circle one:    Excels                    Meets Expectations                    Needs Work*
  
- 5) Initiative: Student asks for work if not assigned and is able to work independently.  
*Circle one:    Excels                    Meets Expectations                    Needs Work*
  
- 6) Creativity: Student is innovative, accomplishes tasks in creative ways, and offers suggestions for new or better methods of operation.  
*Circle one:    Excels                    Meets Expectations                    Needs Work*
  
- 7) Relationships with Others: Student is tactful, diplomatic, and maintains good working relationships with co-workers, supervisor, faculty, and staff.  
*Circle one:    Excels                    Meets Expectations                    Needs Work*
  
- 8) Overall Contribution: Student contributes overall to improving the office/department.  
*Circle one:    Excels                    Meets Expectations                    Needs Work*

9) Additional Comments :

Please discuss the feedback with the student, allow for student comments and then sign below. Provide a signed copy to the student and send original to the Office of Student Employment.

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Supervisor's Signature

Date

Student comments:

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Student Employee's Signature

Date

**Office of Student Employment  
121 Addison Miller White Hall  
(315)-792- 3353**