Office of Student Employment
2130 Fulton Street, Lone Mountain 202
San Francisco, CA 94117-1080
(415) 422-6770
stuemp@usfca.edu

Student Employment Performance Evaluation

Directions: Please complete this form and discuss the results with your student employee. For the evaluation (or appraisal) process to be most effective, an evaluation ought to be completed for each student employee who is reporting to you. If your student will be ending the employment assignment before the end of the semester, complete this form in addition to the student’s termination EPAF on or before the student’s last day of employment. Both your signature and your student’s signature are encouraged on the final version of this form.

After completion, forms may be returned to Student Employment (LM202). Completed forms are filed in the student employee’s record within the Student Employment Office.

Student Name ___________________________ USF ID ___________________________
Job Title ________________________________ Pay Rate $ __________________________
Department Name __________________________ Campus Address _______________________
Supervisor ________________________________
Original Hire Date __________________________ Assignment End Date (if applicable) __________________ ________

Please evaluate the student employee’s performance as follows:

1 = Exceptional  2 = Good  3 = Acceptable  4 = Needs Improvement  5 = Unsatisfactory

1. Work Quality: Performance of assigned job; accuracy, completion of work free of frequent or costly error; professionalism, level of work standards.
   1  2  3  4  5

2. Knowledge: Knowledge of department policies and familiarity with department resources.
   1  2  3  4  5

3. Productivity: Capacity for meeting workload demands and responsibilities effectively and efficiently; ability to curtail socializing when appropriate.
   1  2  3  4  5

4. Reliability: Dependability; punctuality; responsibility and timeliness in communicating schedule requests/changes.
   1  2  3  4  5

5. Initiative: Ability to be a self-starter, supervise one’s self, take action on one’s own, offer suggestions.
   1  2  3  4  5

6. Cooperation: Ability to interrelate harmoniously with peers, subordinates, supervisors, students, and/or public.
   1  2  3  4  5

7. Would you rehire this student? Yes/No

Comments: ______________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Supervisor Signature: ______________________________________ Date: ___________________________

Student Signature: ______________________________________ Date: ___________________________