



UNIVERSITY OF
SAN FRANCISCO

Office of Student Employment

2130 Fulton Street, Lone Mountain 201A
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 in USFWorks 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 in person to Student Employment (LMM201A) or emailed to StuEmp@usfca.edu. 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

- 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
- Knowledge: Knowledge of department policies and familiarity with department resources.
1 2 3 4 5
- Productivity: Capacity for meeting workload demands and responsibilities effectively and efficiently; ability to curtail socializing when appropriate.
1 2 3 4 5
- Reliability: Dependability; punctuality; responsibility and timeliness in communicating schedule requests/changes.
1 2 3 4 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
- Cooperation: Ability to interrelate harmoniously with peers, subordinates, supervisors, students, and/or public.
1 2 3 4 5
- Would you rehire this student? Yes/No

Comments: _____

Supervisor Signature: _____ Date: _____

Student Signature: _____ Date: _____