

# Employment Evaluation Form

Student Name: \_\_\_\_\_

Palomino ID: \_\_\_\_\_

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

Department: \_\_\_\_\_

Semester:      Fall              Spring              Summer

Academic Yr: \_\_\_\_\_

Reason this form is being filled out:

Semester Evaluation

Transferring to Another Department

Terminated

*\*If student is not returning to work include an Exit Form along with this evaluation*

Performance	Rating 1-5	Comments
5 – Superior 4 – Above Average 3 – Average 2 – Below Average 1 – Poor		
<b>Attendance and Punctuality</b> Reports to work consistently and on time; provides timely notice in case of absence		
<b>Quality of Work</b> Work is completed accurately, efficiently, and within set deadlines		
<b>Judgement and Decision-Making</b> Makes thoughtful, well reasoned decisions; exhibits resourceful problem solving.		
<b>Initiative and Flexibility</b> Demonstrates initiative.; identifies challenges and solutions.		
<b>Teamwork and Cooperation</b> Respectful of other and works well with peers.		
<b>Communication Skills</b> Written and verbal communication is clear.		
<b>Dress Code Adherence</b> Student dressed with the expectation of the department		

Comments, Strengths and Areas of Improvement

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_