METROPOLITAN STATE UNIVERSITY OF DENVER

Metropolitan State University of Denver
Student Employment - Evaluation Form

Name of the Student Employee: _____

900#: _____ **Year in School:** _____

Department of Employment: _____

Period of Employment: _____

Job Title: _____ **Pay Rate: $** _____

EVALUATION OF STUDENT EMPLOYEE:

4 - Outstanding **3 - Above Average** **2 - Average** **1 - Needs Improvement**

PLEASE CHECK THE APPROPRIATE BOX

	4	3	2	1
QUALITY OF WORK: Ability to do satisfactory work following specified procedures.	☐	☐	☐	☐
COMPREHENSION: Knowledge of job - familiarity with procedures of job.	☐	☐	☐	☐
RELIABILITY: Job completion, ability to get things done.	☐	☐	☐	☐
WORK ATTITUDE: Enthusiastic and willing to perform work and help others.	☐	☐	☐	☐
DEPENDABILITY: Punctuality and reliability in attendance.	☐	☐	☐	☐
INITIATIVE: Interest in assuming added responsibilities.	☐	☐	☐	☐
COOPERATION: Ability to work with others in harmony.	☐	☐	☐	☐
JUDGEMENT: Ability to make sound decisions.	☐	☐	☐	☐
LEADERSHIP: Qualities of understanding and directing people.	☐	☐	☐	☐
OVERALL EMPLOYEE: Consider all attributes.	☐	☐	☐	☐

GENERAL COMMENTS: _____

_____

_____

_____

_____

Rating Date: _____ **Supervisor's Signature:** _____

Review Date: _____ **Employee's Signature:** _____

*This form is provided to the supervisor as a tool in order to evaluate the student employee. It must be completed and kept on file if the student merits a step increase. It is recommended that students be evaluated at least one time per semester.