Seattle Pacific University
Student Employee Performance Evaluation

Name of Employee _____ SPU ID Number _____ Year in School _____

Employing Department _____ Job Title _____ Period of Employment _____ Pay Rate _____

EVALUATION OF STUDENT EMPLOYEE

4 - Outstanding 3 - Above Average 2 - Average 1- Below Average NE - No Evaluation

(ALL CHARACTERISTICS MAY NOT APPLY TO EACH STUDENT BECAUSE OF THE DIVERSITY IN OPPORTUNITIES. THEREFORE, IF A CATEGORY CANNOT BE RATED OBJECTIVELY, PLEASE MARK THE "NO EVALUATION" BOX.)

PLEASE CHECK APPROPRIATE BOX

		4	3	2	1	NE
QUALITY OF WORK:	Ability to do satisfactory work following specified procedures.					
QUANTITY OF WORK:	Volume of work completed in specified time period.					
COMPREHENSION:	Knowledge of job; understanding of specified job procedures.					
RELIABILITY:	Job completion; ability to get things done.					
WORK ATTITUDE:	Degree of enthusiasm and willingness with which one performs.					
JUDGMENT:	Ability to make sound decisions.					
DEPENDABILITY: .	Punctuality and reliability in attendance.					
PROFESSIONALISM:	Dignified and professional conduct.					
COOPERATION:	Ability to work with others on a variety of assignments.					
INITIATIVE:	Interest and willingness to accept additional tasks.					
POTENTIALITIES:	Ability to learn and to grow into additional responsibilities.					
LEADERSHIP:	Qualities of understanding and directing others.					
PERSONAL APPEARANCE:						
OVERALL RATING:						

GENERAL COMMENTS:

SUPERVISOR'S SIGNATURE _____ _____

EMPLOYEE'S SIGNATURE _____ _____