

Student Employee Evaluation

Student Information

Name		Date	
Job Title		Supervisor	
Department		Review Period	

Ratings

	Does Not Meet Expectations	Needs Improvement	Meets Expectations	Good Performance	Exceeds Expectations
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Job Knowledge

Student has gained knowledge specific to the duties and is able to execute tasks with little to no supervision.

Comments

Work Quality

Student produces work that is professional and error free.

Comments

Professionalism & Work Ethic

Student arrives to work on-time and when scheduled. Student shows initiative and produces tangible outputs when at work.

Comments

Critical Thinking

Student is able to solve complex problems, attend to details, plan proactively, and display comfort with ambiguity.

Comments

Communication Skills

Student is able to both verbalize and compose professional thoughts and ideas. Student demonstrates active listening skills.

Comments

Teamwork & Collaboration

Student is able to work effectively in a team by cooperating and sharing responsibilities with others.

Comments

Evaluation

Additional Comments

Learning Outcome 1		% Complete	
Learning Outcome 2		% Complete	
Learning Outcome 3		% Complete	

Disclaimer and Signature

By signing this form, you confirm that you have discussed this review in detail with your supervisor. Signing this form does not necessarily indicate that you agree with this evaluation.

Intern Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Intern Comments:
(optional) _____

Student Employee Evaluations FAQ

What?

The Student Employee Evaluation form is intended to provide a structured process where a student employee and their supervisor can sit down and discuss the students's performance.

Why?

Reflection during and after an employment experience can provide the student an opportunity to grow both personally and professionally, gain confidence in their abilities, and work on their skillsets to help ensure future success.

When?

Evaluations can take place during or at the end of employment. The Career Center encourages evaluations to take place at least once a semester. Student employee evaluations are not mandatory, but are highly encouraged.

Where can I find the learning outcomes?

All work experiences provide potential learning outcomes for students. If learning outcomes were not formally developed before the position started, feel free develop some potential learning outcomes now to review at the next student employee evaluation. If you'd like more information on developing learning objectives, please view the [Developing Work Activities and Measurable Learning Objectives informational document](#).

Who?

Once you have completed the evaluation, please provide a copy to the student for future reference. A copy should also be sent to the ISU Career Center at careers@isu.edu or Stop 8108.