

Cal Poly Pomona Career Center

Student Employee Performance Evaluation

Date of Evaluation _____

Next Evaluation Due _____

Name _____ Job Title/Position _____

Department Name _____ Date Hired _____

Hours Per Week _____ Current Hourly Rate _____ *Cumulative Hours Worked _____

*Note to Employer: Student Assistants are eligible for step increase after 325 hours of satisfactory on-the-job performance.

Circle an appropriate rating number for the student employee's job performance.

Attach a copy of Job Description (optional)

	Outstanding	Above Standard	Standard	Below Standard	Unsatisfactory	Not Applicable
Punctuality/Attendance	5	4	3	2	1	NA
Customer Service	5	4	3	2	1	NA
Dependability	5	4	3	2	1	NA
Quality of Work	5	4	3	2	1	NA
Quantity of Work	5	4	3	2	1	NA
Attitude	5	4	3	2	1	NA
Demonstrates Initiative	5	4	3	2	1	NA
Works Well With Others	5	4	3	2	1	NA
Flexibility	5	4	3	2	1	NA
Appropriate Appearance	5	4	3	2	1	NA
Other:	5	4	3	2	1	NA

Comments to support numerical ratings: _____

General Comments: _____

Would you re-employ this student? Yes _____ No _____

Department Head _____ Date _____

Supervisor _____ Date _____

Student Employee _____ Date _____

Note: The signature of the student employee does not signify that the student employee agrees with the evaluation only that it has been discussed with the student employee. The student employee understands that he/she may submit, in writing, his/her comments to the supervisor within five (5) working days of the signature date.