



The University of Alabama Student Employee Evaluation Form

Student Assistant Name:	Department/Organization:
Job Title:	Evaluation Period:

Please rate Student Assistant on the following criteria:

5= Excellent 4=Above Average 3=Average 2=Below Average 1=Unacceptable 0=N/A

CRITERIA	RATING	COMMENTS
Job Knowledge & Skills: Shows understanding of required job duties, and has appropriate knowledge and skills to complete assigned work.		
Quality of Work: Produces quality work that meets supervisor's standards. Completes assignments in a timely manner.		
Productivity: Produces, in quantity, the work expected of the position and remains on task. Avoids distractions such as personal calls, personal visitors, social media, etc.		
Initiative: Shows resourcefulness, self-reliance, and efficiency in completing assignments. Asks for additional work assignments and participates in training as needed.		
Communication: Interacts professionally with students, staff, faculty, alumni, customers, guests, visitors, co-workers and supervisors.		
Cooperation: Works well with co-workers, shows willingness to compromise and resolve issues, contributes to overall goals of department/organization.		
Positive Image: Serves as positive representative of department/organization and UA. Models professionalism, enthusiasm, customer service. Avoids gossip, profanity and other inappropriate behavior.		
Confidentiality: Handles information with discretion. Maintains confidentiality on all University records, and refrains from accessing information unless work-related and assigned by supervisor.		
Stress Management: Works well under pressure. Shows ability to handle multiple tasks, asks questions for clarification and understanding, requests assistance when needed.		
Responsibility: Accepts responsibility for actions taken, as well as the job itself. Accepts feedback on completed assignments and works to show progress, growth and improvement.		
Attendance: Reports to work as scheduled. Follows department/organization call-out procedures if/when unable to work, and appropriately submits requests for time-off or schedule changes.		
Punctuality: Consistently arrives for work on time and as scheduled. Meets assignment deadlines, attends scheduled appointments, makes deliveries in timely manner, etc.		
Appearance: Follows department rules and standards for appropriate and professional dress in the workplace.		
Other Criteria:		



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Additional Supervisor Comments:

Suggested actions for development and improvement:

Supervisor Name (Print)

Job Title/Department

Supervisor Signature

Date

Student Assistant Comments (optional):

I acknowledge that I have reviewed this evaluation with my supervisor. My signature indicates that I have been advised of my performance status, and does not necessarily imply agreement.

Student Assistant Name (Print)

CWID Number

Student Assistant Signature

Date

DISTRIBUTION INSTRUCTIONS

1. Return original form to Human Resources, Box 870126.
2. Maintain one copy for your departmental records.
3. Distribute one copy to the student employee.