

**Wagner College  
Office of Financial Aid  
Student Employment Program  
Employee Evaluation**

Name: \_\_\_\_\_

ID# \_\_\_\_\_

Dept.: \_\_\_\_\_

Title: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Semester: \_\_\_\_\_

The information below represents an evaluation of the student employee's performance based upon observation and review of the employee's work.

Please mark the box that best represents your evaluation of the employee:

Characteristic	N/A	Superior	Above Avg.	Average	Needs Improvement	Poor
<b>Attitude</b> (enthusiastic, pleasant)						
<b>Initiative</b> (does work on own, self-starter)						
<b>Creativity</b> (has new ideas)						
<b>Job Knowledge</b>						
<b>Cooperation</b> (works well with others, flexible)						
<b>Efficiency</b> (punctual, thorough, accurate)						
<b>Productivity</b> (completes desired amount of work)						
<b>Responsibility</b> (dependable)						
<b>Overall Performance</b>						

Would you rehire this student? Yes \_\_\_\_\_ No \_\_\_\_\_

Would you recommend this student for termination? Yes \_\_\_\_\_ No \_\_\_\_\_

Supervisor Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Title: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Employee Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# WAGNER COLLEGE

Office of Financial Aid  
One Campus Road  
Staten Island, NY 10301  
**Student Employment Program**

The Student Employee Evaluation Form has been provided to record student job performance. This is an important piece of information to have on file should future employers inquire about student work-history. In addition, this form will also be used to document support for merit increases or termination of employees.

This Evaluation is a standard format used to review and examine the employee's performance over the past academic semester. At the end of each semester, the supervisor should complete the Evaluation and review its contents with the employee. This information will help foster the employee/supervisor relationship by providing the employee with enough information to set goals for the upcoming employment period.

Signature of the employee does not indicate agreement to the evaluation. The employee does have the opportunity to make comments on the Evaluation. Employee signature does, however, verify that the employee did have an opportunity to review the evaluation.

Upon review by the employee, the Evaluation should be submitted to the Financial Aid Office, which will be kept in the employee's work file. It is recommended that the supervisor keep a copy for their records. A copy should also be given to the employee for their records.