



# Office of Student Employment

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## Student Employment Performance Evaluation

Instructions: Please complete this form and discuss the results with the student employee. Both supervisor and student signatures are required. Please retain for your records.

Student Name:	CCSF Student ID#:
Department:	
Job Title:	
Hire Date:	Date of Evaluation:

Please evaluate student's performance as follows:

	Exceptional 5	Good 4	Acceptable 3	Needs Improvement 2	Unsatisfactory 1
1. Job Knowledge/ Work Quality: Performance of assigned job; accuracy, completes work free of frequent or costly error.	5	4	3	2	1
2. Productivity: Capacity for meeting workload demands or responsibilities.	5	4	3	2	1
3. Reliability: Dependability, punctuality, professionalism.	5	4	3	2	1
4. Initiative: Ability to be a self- starter, supervise self, take action on own.	5	4	3	2	1
5. Cooperation: Ability to interrelate harmoniously with peers, subordinates, supervisors, students, or public.	5	4	3	2	1

Comments:
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Supervisor Signature:	Date:
Student Signature:	Date: