



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:

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

Comments:

Student Signature:	Date:
Supervisor Signature:	Date: