

Student Employment Services
State University of New York College at Cortland
B-33 Van Hoesen Hall
Cortland, NY 13045

Student Employee Evaluation Form

Rating System: (1) *Does Not Meet Expectations* (2) *Needs Improvement*
(3) *Average* (4) *Meets Expectations* (5) *Excellent; Exceeds Expectations*

Punctuality (on time for work; completes tasks in a timely manner)
1 2 3 4 5

Reliability (trust in handing over duties; efficiently uses time)
1 2 3 4 5

Professionalism (appearance; dresses and behaves appropriately)
1 2 3 4 5

Quality of Work (tries to produce his/her best at all times)
1 2 3 4 5

Other (additional comments)

Signatures (indicate that this document has been thoroughly reviewed and discussed between the employee and his/her immediate supervisor upon completion of employment period)

Term of Employment _____

Employee _____

Date _____

Supervisor _____

Date _____