



Prescott College

For the Liberal Arts, the Environment, and Social Justice

Student Employee Performance Evaluation

Student Name: _____ Supervisor Name: _____

Student's Job Title: _____ Department: _____

Care and fairness to the employee and the College should be exercised in completing this evaluation. Base your interpretations on the entire period covered rather than on any isolated incidents.

1=Exceeds Expectations, 2=Sometimes Exceeds Expectations, 3=Meets Expectations, 4=Needs Improvement, 5=Unsatisfactory

1. Punctuality/Attendance 1 2 3 4 5

Comments: _____

2. Acceptance of Responsibility 1 2 3 4 5

Comments: _____

3. Initiative 1 2 3 4 5

Comments: _____



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4. Quality of Work 1 2 3 4 5

Comments: _____

5. Use of time 1 2 3 4 5

Comments: _____



Merit raises should only be awarded to students that have shown an exceptional work ethic and have regularly performed beyond a supervisor’s expectations. Merit raises can only be given to a student once per academic year and are in the amount of \$0.25 per hour. Merit raises will become effective the pay period in which this form is received by the Student Employment Coordinator.

I, _____ (the supervisor) request that _____ (the student employee) be give a merit raise based on his/her job performance at this time.

I have discussed this evaluation with the student employee and given them a copy.	
_____	_____
<i>Supervisor’s Signature</i>	<i>Date</i>
I understand the evaluation that has been discussed with me and have been given a copy.	
_____	_____
<i>Student’s Signature</i>	<i>Date</i>

***Please provide the student employee with a copy, keep one for your records, and return the original evaluation to the Student Employment Coordinator.**