# Student Employee Evaluation

## J.O.B.S. Program

Job Opportunities Brought to Students

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**Employee Name:** __________________________  **Year in School:** __________________________

**Current Job Title:** ________________

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### JOB KNOWLEDGE

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- Demonstrates necessary skills, determined by student supervisor
- Fulfills job description
- Keeps informed as related to responsibilities
- Applies principles of confidentiality

### JOB EFFECTIVENESS

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- Demonstrates accurateness and neatness in work
- Works satisfactorily under pressure
- Applies verbal and written communication skills
- Ensures customer service courtesy and accurateness

### ATTITUDE

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- Works well with team members
- Maintains professional demeanor
- Focuses energy on work
- Meets attendance policy standards

### INITIATIVE

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- Achieves consistent results using a team approach
- Makes suggestions to improve unit processing, when needed
- Develops skills through training and personal development
- Accepts accountability for job duties

### OTHER

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**5 = Superior  4 = Commendable  3 = Satisfactory  2 = Needs Improvement  1 = Unsatisfactory**

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**For Office Use Only**

**AVERAGE SCORE IN EACH AREA**

- JOB KNOWLEDGE _______
- JOB EFFECTIVENESS _______
- ATTITUDE _______
- INITIATIVE _______

**TOTAL AGGREGATE POINTS OF AVERAGES _______**