

# Blue Ridge Community and Technical College

## Student Employee Evaluation Form

Return this completed form to the Human Resources Office

Student's Name \_\_\_\_\_

EPICS # \_\_\_\_\_

Check the appropriate block

### **EFFECTIVENESS CHECKLIST**

	Fails to Meet Expectations	Meets Expectations	Consistently Exceeds Expectations
Is Punctual			
Gives timely notification of absences			
Completes job assignment			
Displays initiative (self-starter, does work on his/her own)			
Is a dependable worker			
Uses time wisely			
Cooperates well with co-workers			
Is not wasteful, takes care of equipment			
Is respectful to those being served			
Uses effective communication skills			
Complies with department rules (procedures, dress code, confidentiality, etc.)			
Applies organizational skills			

### **EFFECTIVENESS IMPROVEMENT CHECKLIST**

Shows interest in improving effectiveness			
Finds new approaches to completing work			
Continually improves on job skills			

Supervisor's comments and summary:

Please note that remarks about needing improvement are not necessarily a negative. Efforts to improve, which are encouraged, require feedback about goals to seek.)

Supervisor's signature \_\_\_\_\_ Date \_\_\_\_\_

Student's signature \_\_\_\_\_ Date \_\_\_\_\_

My signature indicates that I have discussed this evaluation with my supervisor

- If student is no longer with the department, please complete the evaluation and write "no longer in department" on Student Signature line.