

Goshen College
Student Employee Performance Evaluation

Fiscal Year _____

Name of Student _____ Position _____

This evaluation is to be completed and discussed with the student worker. When completed and signed, return this form to VP for Finance.

Directions: Please circle the appropriate number for each line.

A. Personal Characteristics	Unsatisfactory					Excellent
1. Cooperation	1	2	3	4	5	
2. Courtesy	1	2	3	4	5	
3. Pride in quality of work	1	2	3	4	5	
4. Conscientiousness, integrity	1	2	3	4	5	
5. Acceptance of instruction	1	2	3	4	5	
6. Neatness	1	2	3	4	5	
7.	1	2	3	4	5	
8.	1	2	3	4	5	

B. Work Characteristics	Unsatisfactory					Excellent
1. Promptness	1	2	3	4	5	
2. Regularity, reliability	1	2	3	4	5	
3. Efficiency, productivity	1	2	3	4	5	
4. Initiative, self-motivation	1	2	3	4	5	
5. Thoroughness	1	2	3	4	5	
6. Competence	1	2	3	4	5	
7.	1	2	3	4	5	
8.	1	2	3	4	5	

Supervisor's comments:	Employee's comments:
<hr style="width: 80%; margin-left: 0;"/> Supervisor's signature	<hr style="width: 80%; margin-left: 0;"/> Employee's signature
<hr style="width: 80%; margin-left: 0;"/> Date	<hr style="width: 80%; margin-left: 0;"/> Date

VP for Finance signature

Date