

Cal Poly Pomona

Student Worker Performance Evaluation

Employee Information

Date of Evaluation:		Next Evaluation:	
Student Name:		Job Title/Position:	
Department Name:		Date Hired:	
Hours Per Week:		Current Hourly Rate:	
		*Cumulative Hours Worked:	

Attach a copy of Job Description (optional)

	5 = Outstanding	4 = Above Standard	3 = Standard	2 = Below Standard/Unsatisfactory	Not Applicable
Punctuality/Attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>					
Customer Service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>					
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>					
Quality of Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>					
Quantity of Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>					
Attitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>					
Demonstrates Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>					
Works well with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>					
Flexibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>					
Appropriate Appearance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>					
Other					

Evaluation

ADDITIONAL COMMENTS

Would you re-employ this student? Yes No

Verification of Review

By signing this form, you confirm that you have discussed this review in detail with your supervisor. Signing this form does not signify that you agree with this evaluation. The student worker understands that he/she may submit, in writing, his/her comments to the supervisor within five (5) working days of the signature date.

Employee Signature	Date
HEERA Manager Signature	Date

*Note to employer: Student workers are eligible for step increase after 325 hours of satisfactory on-the-job performance.