

**CLEVELAND STATE UNIVERSITY**  
**Supervisor's Evaluation of Hourly Student Employee**

**STUDENT EMPLOYEE NAME:** \_\_\_\_\_

**ID:** \_\_\_\_\_ **DEPARTMENT:** \_\_\_\_\_

**Guidelines:**

Student supervisors are encouraged to evaluate the performance of their student staff at least once a semester. This is an important learning opportunity for your student employee, as you both reflect on expectations and outcomes.

**STUDENT EMPLOYEE KNOW-HOW AREAS: (CHECK ONE)**

- **Student Employee Knows How to Effectively Communicate**

\_\_\_ IMPROVEMENT NEEDED: Student employee occasionally needs instructions repeated. Student occasionally is unclear when expressing him/herself, leading to confusion.

\_\_\_ MEETS EXPECTATION: Student employee generally demonstrates effective and clear verbal and written communication (including listening skills).

\_\_\_ EXCEEDS EXPECTATION: Student employee's effective communication skills have led to increased understanding and improved productivity.

- **Student Employee Knows How to Demonstrate Critical Thinking Skills**

\_\_\_ IMPROVEMENT NEEDED: Student employee occasionally needs direct guidance and support completing assignments. Student occasionally is unable to identify and resolve routine problems that fall within area of responsibility, leading to over-dependence on others.

\_\_\_ MEETS EXPECTATION: Student employee generally demonstrates effective critical thinking skills (problem-solving, decision making, applied knowledge, creativity).

\_\_\_ EXCEEDS EXPECTATION: Student employee's effective critical thinking skills lead to increased independence, creativity, and efficiency.

- **Student Employee Knows How to Participate as a Productive Member of a Team**

\_\_\_ IMPROVEMENT NEEDED: Student employee occasionally has difficulty working with others. This may include a tendency to withhold needed information and a need to build more effective relationships.

\_\_\_ MEETS EXPECTATION: Student employee generally demonstrates effective teamwork skills (relationship building, interpersonal social skills).

\_\_\_ EXCEEDS EXPECTATION: Student employee's effective teamwork skills lead to increased group output and more efficient sharing of responsibilities.

- **Student Employee Knows How to Utilize Information and Technology-Effectively**

\_\_\_ IMPROVEMENT NEEDED: Student employee occasionally has difficulty operating office applications and equipment. Student occasionally must be retrained, resulting in lost time and re-worked deliverables.

\_\_\_ MEETS EXPECTATION: Student employee generally demonstrates effective technology skills (Word, Excel, PowerPoint, Internet, Email, etc.).

\_\_\_ EXCEEDS EXPECTATION: Student employee's effective technology skills lead to increased quality and speed of output.

- **Student Employee Knows How to Implement Self-Management Skills**

\_\_\_ IMPROVEMENT NEEDED: Student employee occasionally needs motivation and assistance prioritizing responsibilities. Student occasionally wastes time or fails to make sufficient progress on important tasks, leading to undependable performance.

\_\_\_ MEETS EXPECTATION: Student employee generally demonstrates dependable work habits; with ability to manage time and priorities, and oriented towards service.

\_\_\_ EXCEEDS EXPECTATION: Student employee's effective self-management skills lead to highly dependable and service-oriented output.

Supervisor's Comments:

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**Signature, Student Employee**

**Date**

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**Signature, Supervisor**

**Date**

Please return the completed evaluation to:

Student Employment, KB1300