

**CLEVELAND STATE UNIVERSITY
STUDENT EMPLOYEE PERFORMANCE REVIEW**

STUDENT EMPLOYEE NAME: _____

ID: _____ DEPARTMENT: _____

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DEFINITIONS OF RATINGS:

N – Not Applicable

1 – Does not meet minimum standards of performance; shows no visible progress.

2 – Does not yet meet minimum standards of performance, but employee has been counseled and is showing improvement.

3 – Meets standards of performance.

4 – Meets standards of performance and continues to show improvement.

5 – Exceeds standards of performance and continues to achieve outstanding results.

(CIRCLE ONE)

1. TEAMWORK	N	1	2	3	4	5
2. CUSTOMER SERVICE	N	1	2	3	4	5
3. PERSONAL RESPONSIBILITY	N	1	2	3	4	5
4. TIME MANAGEMENT	N	1	2	3	4	5
5. DECISION-MAKING	N	1	2	3	4	5
6. INTEGRITY/HONESTY	N	1	2	3	4	5
7. COMMUNICATION	N	1	2	3	4	5
8. ATTENDANCE/PUNCTUALITY	N	1	2	3	4	5
9. CONFIDENTIALITY	N	1	2	3	4	5
10. PROFESSIONAL APPEARANCE	N	1	2	3	4	5
11. OVER-ALL PERFORMANCE	N	1	2	3	4	5

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COMMENTS:

Signature, Student Employee

Date

Signature, Supervisor

Date

COMPLETED EVALUATIONS SHOULD BE RETAINED BY THE DEPARTMENT. A COPY SHOULD BE GIVEN TO THE STUDENT.