Library Student Employee Evaluation

Name of Student: _____

Name of Supervisor_____

Job Title: _____

Date:_____

Department:_____

Original Start Date: _____

Category and Description	Rating	Comment - Required for **Needs Improvement** rating, otherwise encouraged.
Work Quality • Completes tasks accurately and in a timely manner • Pays attention to detail • Demonstrates ability to apply known facts, consider possible outcomes, and arrive at sound conclusions (consults available resources to answer questions or solve problems)	Exceeds Expectations Meets Expectations Needs Improvement	Comment:
Departmental Communication (with coworkers, staff, supervisor) • Communicates accurately • Asks for help when appropriate • Keeps others adequately informed (teammates, supervisors). • Communicates in a timely manner. • Exhibits good listening skills and pays close attention to what others say • Follows directions carefully • Communicates clearly verbally and in writing (if applicable)	Exceeds Expectations Meets Expectations Needs Improvement	Comment:
Accountability • Works independently • Takes ownership of mistakes and acts to change based on feedback • Adheres to department policies (food and drink, talking to friends, use of phone or laptop) • Good attendance, punctual, gives work tasks priority in work hours • Manages timesheets & work study funds	Exceeds Expectations Meets Expectations Needs Improvement	Comment:

Customer Service with patrons (as appropriate to department) • Helps patrons to reach the appropriate resources / solutions • Provides respectful, professional service to patrons • Identifies patron needs • Asks clarifying questions when helping patrons & checks if anything else is needed at end of transaction • Uses sound judgment to determine when situations should be brought to staff and refers patron questions to supervisor or other staff when necessary	Exceeds Expectations Meets Expectations Needs Improvement Not Applicable	Comment:
Other - supervisor specified (optional)	Exceeds Expectations Meets Expectations Needs Improvement	Comment:

Supervisor Comments

Student Comments

Student Signature _____   Date _____

Supervisor Signature _____   Date _____