



HOUSTON COMMUNITY COLLEGE

STUDENT EMPLOYMENT EVALUATION

Send evaluation to: hcc.workstudy@hccs.edu



Student: _____ Department _____

ID: _____ Supervisor _____

Please evaluate this student in all of the following areas according to guidelines below. This evaluation will become part of the student's employment file. Please be as specific and thorough as possible in evaluating both strengths and weaknesses of the student in each category.

Use the drop arrows to assign the value for each of the criteria below.

1. Job Knowledge

- A. Understanding of procedures and techniques:
- B. Ability to follow instructions:

2. Dependability

- A. Follows through on assignments:
- B. Keeps supervisor informed of significant matters:

3. Quality of Work

- A. Ability to do work accurately and thoroughly:
- B. Achievement of goals in work:

4. Initiative

- A. Originates ideas:
- B. Ability to anticipate what needs to be done:

5. Time Utilization

- A. Planning and organization:
- B. Ability to prioritize:
- C. Ability to meet deadlines:

6. Judgment

- A. Ability to analyze a problem, develop alternatives, and arrive at a logical decision:

7. Attitude

- A. Interest and enthusiasm:
- B. Effort:
- C. Receptiveness to criticism:

8. Communication

- A. Ability to communicate effectively (written & verbal):

9. Cooperation

- A. Interaction with peers
- B. Interaction with supervisor:

Additional Comments: _____

<p>Please rate the student's overall performance by checking one:</p> <p>Outstanding Needs Improvement</p> <p>Above Average Unsatisfactory</p> <p>Average</p> <p>Did not work long enough to rate</p> <p>Supervisor's Signature _____</p> <p>Date _____</p>	<p>OPTIONAL: Student authorization for release of information.</p> <p>I, _____</p> <p>authorize the release of this information for future employment references.</p> <p>Student's Signature _____</p> <p>Date _____</p>
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