**Student Employee – Annual Review**

Name: Review Dates: *6/01/2016 – 5/31/2017*

Job Title:

Supervisor: Department:

*Rating Scale: 3 – Exceeds Expectations 2 – Meets Expectations 1 – Needs Improvement*

|  |  |  |
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| **Core Competencies** | **Rating** | **Comments:** |
| Quality of Work: *Achieves satisfactory results for duties and tasks assigned.* |  |  |
| Level of Professionalism:*Interacts well with others in the office and maintains professional demeanor.* |  |  |
| Knowledge and Skills:*Demonstrates working level of skill and knowledge for position.* |  |  |
| Dependability:*Regular attendance – punctual and reliable. Completes assignments and tasks.* |  |  |
| Communication:*Exhibits solid listening, oral and written communication skills.* |  |  |
| Customer Service:*Demonstrates a high level of customer service.* |  |  |

**Student Employee’s Comments:**

***What went well this year?***

***What areas do you think need improvement in the future? How would you like to improve these areas?***

**General Comments:**

|  |  |
| --- | --- |
|  |  |
| *Employee Signature* | *Date* |
|  |  |
| *Supervisor Signature* | *Date* |