



## MONTANA TECH STUDENT EMPLOYEE EVALUATION

Student Name: _____	Student ID: _____	Original start date: _____
Department: _____		Job title: _____
Year in School: <input type="checkbox"/> COT 1 <sup>st</sup> yr <input type="checkbox"/> COT 2 <sup>nd</sup> Yr <input type="checkbox"/> FR <input type="checkbox"/> SO <input type="checkbox"/> JR <input type="checkbox"/> SR <input type="checkbox"/> Post Bac <input type="checkbox"/> GR		
Duties: _____ _____		
<b>Justification for increase:</b> _____ _____		

Please evaluate your student employee according to the traits listed below. All traits may not apply to each student because of the great diversity in the opportunities for employment and because of the other variables affecting the work record and financial and personal needs of the students. If a trait does not apply, please mark "N/A."

	Unsatisfactory	Marginal	Average	Very Good	Outstanding
<b>Integrity:</b> Trustworthiness, honesty, and loyalty					
<b>Dependability:</b> Promptness and reliability in attendance					
<b>Responsibility:</b> Willingness with which work is accepted & performed					
<b>Initiative:</b> Ability to plan and direct one's own work					
<b>Judgment:</b> Ability to make sound decisions					
<b>Cooperation:</b> Ability to work with others in harmony					
<b>Leadership:</b> Qualities of understanding people & directing work of others					
<b>Quality of Work:</b> Degree of success in applying one's abilities to work					
<b>Attitudes toward Work:</b> Degree of enthusiasm with which one performs work					
<b>Courtesy and Friendliness:</b> Skills in expressing consideration and kindness toward others					
<b>Personal Appearance:</b> Neatness, cleanliness, appropriate dress & grooming					
<b>Potentialities:</b> Ability to meet & apply one's self to new situations					
<b>Overall rating:</b>					

**Further information or comments, as applicable:**

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Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_