**Student Employee End-of-Year Evaluation**

ACADEMIC YEAR \_\_\_\_\_\_\_

Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position ID#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department/Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designated Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*This end-of-year summative evaluation should be jointly prepared by the primary designated supervisor and the student employee.*

**Student Employee’s Self-Evaluation**

*(Optional: Attach copies of sample work or information about special projects as supportive documentation before forwarding the evaluation to your supervisor.)*

**Learning** (Specific skills learned, workshops/training attended, personal development, etc.)

**Expectations and Outcomes** (Did expectations for this job match actual experience? Please explain.)

**Summary** (Was the work experience valuable? How could the experience have been more beneficial?)

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Student Employee’s Signature Date

**Supervisor’s Observations & Evaluation**

*(In situations where the student’s job involves working with several faculty or staff members in a department or unit, the designated supervisor should solicit their comments and include those in the evaluation.)*

**Learning** (Specific skills learned, workshops attended, personal development, etc.)

**Expectations and Outcomes** (Did student employee’s performance meet expectations? Please explain.)

**Summary** (Was the student employee an asset to the department/unit? How could the experience have been more beneficial?)

*This end-of-year performance evaluation has been reviewed by:*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Employee: Date

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Designated Supervisor: Date

*7/10*