

**THE UNIVERSITY OF MEMPHIS
STUDENT EVALUATION FORM**

Name: _____ Social Security #: _____

Job Type: _____ Current Hourly Rate: _____

Department Name: _____ Job Description (attach a copy of description)

Dates of Employment: _____

Length of time employee has worked in this position: _____

Job Performance Rating

Circle an appropriate rating number for the employee	Unsatisfactory	Below Standard	Standard	Above Standard	Outstanding	Not Applicable
Reliability	1	2	3	4	5	NA
Quality of work	1	2	3	4	5	NA
Demonstrates initiative	1	2	3	4	5	NA
Works well with others	1	2	3	4	5	NA
Flexibility	1	2	3	4	5	NA
Customer Service	1	2	3	4	5	NA

Comments to support numerical ratings :

General Comments :

Would you recommend this employee to another department or employer? Yes _____ No _____

Signatures :

Department Head: _____ Date: _____

Supervisor: _____ Date: _____

Student Employee: _____ Date: _____

Note: The signature of the student employee does not signify that the student employee agrees with the evaluation, only that it has been discussed with the student employee .