**Student Employee Evaluation**

**Nazareth College Library - Serials/ILL Department**

**Name of Student Employee:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of Evaluator(s):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**The intent of this evaluation is to provide students with feedback they can use to further develop and enhance their skills and abilities. After completion, one copy will be given to the student and one copy will be kept on file with the Department Head.**

**Ranking definitions:**

**1** = *unsatisfactory* (failure to meet minimal requirements on a consistent basis)

**2** = *further development needed* (minimal requirement met some of the time; however, not on a consistent basis)

**3** = *satisfactory* (performance meets general expectations; doing a good job)

**4** = *above average* (often exceeds requirements and completes tasks in an outstanding way)

**5** = *excellent* (consistently and substantially exceeds requirements on a regular basis)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Work Attributes** | **1** | **2** | **3** | **4** | **5** |
| **Dependability***Being at work during scheduled times and arranging for coverage during planned absences. Communicating with supervisors in advance when extenuating circumstances prevent coming into work.***Comments:** |  |  |  |  |  |
| **Punctuality***Being on time. (Being more than 5 minutes late for two shifts = 1 unauthorized absence).***Comments:** |  |  |  |  |  |
| **Time Card Compliance***Paper time cards submit signed and complete time cards to supervisors at the end of each shift.* *E-time cards (NazNet) filled out and submitted to supervisor at end of pay period.***Comments:** |  |  |  |  |  |
| **Interpersonal Communication***Ability to get along with others; sensitivity to different ethnic or cultural backgrounds Willingness to ask supervisor for clarification when unsure of responsibilities.***Comments:** |  |  |  |  |  |
| **Initiative***Seeks out work on own and/or asks for new tasks after one is completed.***Comments:** |  |  |  |  |  |
| **Teamwork***Cooperates with other members in tasks, sharing responsibilities, and working towards common goals.***Comments:** |  |  |  |  |  |

**1** *unsatisfactory* **2** *further development needed* **3** *satisfactory* **4** *above average* **5** *excellent*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Work Skills** | **1** | **2** | **3** | **4** | **5** |
| **Customer Service***Ability to assist visitors or telephone callers in a friendly and professional manner. Ability to leave clear follow-up note for supervisors.* **Comments:** |  |  |  |  |  |
| **Oral Communication Skills***Ability to communicate effectively verbally.***Comments:** |  |  |  |  |  |
| **Attention to Detail***Complete tasks with few errors; making sure established standards are met.***Comments:** |  |  |  |  |  |
| **Scanner/Copier Skills***Ability to scan, produce and save documents that are clean, legible and complete (no missing pages). Assigns file names to documents as they are scanned.***Comments:** |  |  |  |  |  |
| **Stack Knowledge/Maintenance***Ability to locate items quickly and efficiently from journal stacks and general collection stacks. Reshelving tasks completed accurately, neatly and in a timely manner.***Comments:** |  |  |  |  |  |
| **General Technology Skills***Ability to use technology such as computers and other office machines. Demonstrated success with learning new programs and processes. Consistently logs in and out of ILLiad software at beginning and end of each shift.***Comments:** |  |  |  |  |  |
| **Problem Solving/Critical Thinking***Ability to evaluate a situation objectively and decide upon an appropriate course of action or solution to a problem.***Comments:** |  |  |  |  |  |
| **Adherence to Library/Department Policies/Procedures***(See Student Assistant Employment Policy)***Comments:** |  |  |  |  |  |
| **Confidentiality***Respects privacy of others and follows office and college guidelines for confidentiality.***Comments:** | Yes | No |
|  |  |
| **Overall rating and general comments** |  |

Are there specific activities you would like to do or skills you would like to learn?

Student signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Evaluator signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_