



STEP 1: DEPARTMENT INFORMATION

OFFICE NAME:	OFFICE LOCATION:	OFFICE PHONE NUMBER:
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STEP 2: STUDENT WORKER INFORMATION

NAME:	STUDENT ID:	SEMESTER OF REVIEW:
DATES OF EMPLOYMENT:		
START DATE:		END DATE:
REASON FOR SEPARATION:	ELIGIBLE FOR REHIRE?	
	YES	NO

STEP 2: PERFORMANCE EVALUATION

On a scale of 1-5, where "1" is *poor* and "5" is *excellent*, please rate the Student Worker in the following areas:

PUNCTUALITY	(POOR) 1 2 3 4 5 (EXCELLENT)
COOPERATION	(POOR) 1 2 3 4 5 (EXCELLENT)
QUALITY OF WORK	(POOR) 1 2 3 4 5 (EXCELLENT)
ATTITUDE	(POOR) 1 2 3 4 5 (EXCELLENT)
CUSTOMER SERVICE	(POOR) 1 2 3 4 5 (EXCELLENT)
WILLINGNESS TO LEARN	(POOR) 1 2 3 4 5 (EXCELLENT)
ATTENDANCE	(POOR) 1 2 3 4 5 (EXCELLENT)
TEAM PLAYER	(POOR) 1 2 3 4 5 (EXCELLENT)

STEP 3: INFORMATION OF PERSON EVALUATING PERFORMANCE

NAME:	HSSU ID:	TITLE:
DIRECT PHONE NUMBER:	EMAIL ADDRESS:	DATE OF EVALUATION:

If submitting this form physically instead of electronically, please sign and date:

Signature: _____ **Date:** _____