

# Student Evaluation Form

EMPLOYEE: \_\_\_\_\_ JOB TITLE: \_\_\_\_\_

TODAY'S DATE: \_\_\_\_\_ DEPARTMENT/DIVISION: \_\_\_\_\_

Instructions: For each area check (X) the box which, based upon your observation and all pertinent information, best fits the performance.

## 1-JOB KNOWLEDGE:

The information concerning work duties which an individual should know for satisfactory job performance. (Does employee know and understand the various phases of the job and related work assignments; understand how the job relates to other departments; know the capacity of the tools and equipment necessary to perform the job? Is employee able to answer questions about his/her work? Consider prior or on-the-job training experience)

---

10 - LEADERSHIP:

The ability to provide an example for employees to follow. (Consider the ability to lead and train others and get results through teamwork; the ability to inspire confidence; the ability to inspire employees to adhere to company policies and procedures.)

N/A	1	2	3	4	5

---

11 - HUMAN RELATIONS SKILLS:

The ability to effectively work with subordinates, other employees and other members of management.

N/A	1	2	3	4	5