



**LOYOLA**  
UNIVERSITY MARYLAND

**STUDENT EMPLOYEE PERFORMANCE EVALUATION**  
This student worked from \_\_\_\_\_ to \_\_\_\_\_.

<b>Student Name:</b>	<b>Department:</b>
<b>Supervisor:</b>	<b>Date:</b>

<b>Competency</b>	<b>Outstanding 5</b>	<b>Good 4</b>	<b>Satisfactory 3</b>	<b>Fair 2</b>	<b>Unsatisfactory 1</b>
<b>Attitude</b> – Enthusiastic, helpful, and pleasant.					
<b>Initiative</b> – Independently identifies what needs to be done and takes action.					
<b>Attendance</b> – Conscientious and reliable with respect to attendance.					
<b>Efficiency</b> – Ability to complete assigned tasks in a timely manner.					
<b>Communication</b> – Writes and speaks in a clear concise manner.					
<b>Relationships</b> – Develops professional relationships and builds rapport with others.					
<b>Quality of Work</b> – Produces work that is complete and accurate.					
<b>Technology Skills</b> – Ability to use basic office technology (computer, copier, etc.)					
<b>Integrity</b> - Demonstrates a commitment to Loyola’s vision, mission, and core values.					
<b>Skill Development</b> – Takes ownership for skill development and shows improvement.					
<b>Customer Service</b> – Ability to assist customers in a friendly and professional manner.					
<i>Overall Score (Average of Received Scores):</i>					

**Student Comments:**

**Supervisor Comments:**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor Signature**

\_\_\_\_\_  
**Date**

The student's signature indicates that he/she has reviewed this appraisal. It does not imply agreement or disagreement with the appraisal.