



CAREER DEVELOPMENT OFFICE

ANNUAL STUDENT WORK EVALUATION

Information will be kept in electronic student personnel file.

Review Period: Fall 20 /Spring 20

EMPLOYEE INFORMATION

On-Campus Office CSJP Site - Off-Campus
Please indicate above

Student Name: _____

Student ID: 000 _____

Supervisor Name: _____

Position Number: _____

RATINGS

Poor = 1 Fair =2 Satisfactory =3 Good = 4 Excellent =5

Job Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Quality/Quantity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attendance/Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication/Listening Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cooperation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Student graduating

Student not returning to Xavier University

OVERALL EVALUATION COMMENTS

Student Signature: _____

Date: _____

Supervisors Signature: _____

Date: _____

STUDENT'S ACCEPTANCE of RE-HIRE: By signing I confirm that I have registered for current semester or have the intent to register as a full-time student (if employed during the summer break). I also understand that failure to remain registered full-time may result in non-eligibility to continue work under Student Employment. Failure to follow University and/or Student Employment policies may jeopardize my eligibility to work on campus. If placed on academic probation or discipline employment will end until academic status is lifted. Xavier University reserves the right to terminate employment due to change in availability of funds or failure to perform work in the manner expected. I agree to keep confidential and refrain from disclosing any student or University information, except as directed by my supervisor. I further acknowledge that violation of this CONFIDENTIALITY agreement could result in disciplinary action, including termination of employment.