

# MSU Student Employee Performance Review

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Student Employee Information** | | | | |
| Student’s Name: | | | | Student’s Bearpass: |
| Student’s Job Title: | | | | Department: |
| Date: | | | | Supervisor: |
| **Performance Rating** | | | | |
| **Communication**-*Effectively communicates by phone, in person, and email with co-workers, customers, and their supervisor.* | | | | |
| **Reviewer Rating** | | | **Reviewer Comments** | |
| Strength |  |  |
| Proficient |  |
| Needs Improvement |  |
| **Job Skills/Technical Skills**-*Demonstrates the knowledge and skills required to perform the job effectively.* | | | | |
| **Reviewer Rating** | | | **Reviewer Comments** | |
| Strength |  |  |
| Proficient |  |
| Needs Improvement |  |
| **Productivity & Quality of Work**-*Delivers high quality work in a timely manner.* | | | | |
| **Reviewer Rating** | | | **Reviewer Comments** | |
| Strength |  |  |
| Proficient |  |
| Needs Improvement |  |
| **Teamwork**-*Treats others with courtesy and respect. Contributes to the success of the team. Responds to suggestions and*  *feedback.* | | | | |
| **Reviewer Rating** | | | **Reviewer Comments** | |
| Strength |  |  |
| Proficient |  |
| Needs Improvement |  |
| **Initiative**-*Asks for additional projects, develops new ideas, and proactively seeks out opportunities.* | | | | |
| **Reviewer Rating** | | | **Reviewer Comments** | |
| Strength |  |  |
| Proficient |  |
| Needs Improvement |  |
| **Dependability**-*Is trustworthy, punctual, reliable, and responsible.* | | | | |
| **Reviewer Rating** | | | **Reviewer Comments** | |
| Strength |  |  |
| Proficient |  |
| Needs Improvement |  |
| **Judgment**-*Makes smart and educated decisions, escalating to supervisor as appropriate.* | | | | |
| **Reviewer Rating** | | | **Reviewer Comments** | |
| Strength |  |  |
| Proficient |  |
| Needs Improvement |  |
| **Professionalism**-*Acts as a professional in the workplace by dressing appropriately, maintaining confidentiality, etc.* | | | | |
| **Reviewer Rating** | | | **Reviewer Comments** | |
| Strength |  |  |
| Proficient |  |
| Needs Improvement |  |



|  |
| --- |
| **Overall Assessment:** *Describe the key strengths of the student employee and identify opportunities*  *and goals for growth. Use this section to note any special accomplishments or projects that have occurred during this period.* |
|  |
| **Student Employee’s Comments:** *Use this section to note any major accomplishments that you*  *have achieved and identify areas for growth. Consider new skills that you would like to build and how you and your supervisor support you in your professional development.* |
|  |

Supervisor’s Signature: Date: Student’s Signature: Date:

# MSU Student Employees’ Work Experiences and the Link to Career Development

Student Employment at MSU provides students the opportunity to earn money while in school and allows students the chance to consider their skills, interests, and values related to work; to explore career options; to learn about professional work settings, including teamwork, communications, organizational structure, relationship building and professionalism, and to reflect on their learning experience as a MSU Student Employee.

Missouri State University Student Employment Services

901 S. National Avenue, Blair Shannon House 113

Tel: 417.836.5627 Fax: 417.836.7608