

# MSU Student Employee Performance Review

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

**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.