

PERFORMANCE REVIEW
STUDENT FINANCIAL SERVICES, STUDENT EMPLOYMENT OFFICE
WHEATON COLLEGE, NORTON, MA 02766 (508) 286-8232

NAME OF STUDENT: _____ GRAD. YEAR _____

NAME OF SUPERVISOR & TITLE: _____

NAME OF COMPANY/ORGANIZATION: _____

DEPARTMENT: _____ PHONE NUMBER: (____) _____

MAILING ADDRESS: _____

DATES OF EXPERIENCE: _____ / _____ / _____ TO _____ / _____ / _____
MO. DAY YEAR MO. DAY YEAR

OUTSTANDING
 VERY GOOD
 GOOD
 NEEDS IMPROVEMENT
 N/A

CHARACTERISTICS OF STUDENT AS WORKER:

- Demonstrates active desire to learn and takes initiative
- Listens attentively
- Is punctual and reliable
- Exhibits compatibility with co-workers
- Articulates own views and concerns effectively
- Adjusts and responds to different styles of communication and/or circumstances
- Actively seeks new challenges above and beyond job description
- Makes positive use of criticism

Additional characteristics of student as a worker: _____
 Comments: _____

KNOWLEDGE OF WORKPLACE:

- Understands organizational dynamics/"lines of communication"
- Knows policies & procedures

Additional knowledge of workplace demonstrated: _____
 Comments: _____

SKILL DEVELOPMENT

[Please check box if appropriate]
 This section does not apply to tasks associated with this position

- Oral Communication
- Written Communication
- Computer Literacy
- Research Skills
- Interpersonal Skills
- Organizational Skills

Additional skills demonstrated: _____
 Comments: _____

Supervisor's Signature: _____

Student's Signature: _____

Would you recommend this student for rehire? _____

Student's Comments: _____