



JOB PLACEMENT CAREER SERVICES (JPCS)

Central Coast Cal-SOAP Consortium
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Return to Cal-SOAP Office
 Attention: Adriana Perez
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STUDENT HELP EVALUATION REPORT

Student's Name:		Soc. Sec. #:	
Supervisor (s):		Department:	
Evaluation Period:	From:	To:	

(Please put an (X) in the appropriate box that reflects your student worker's job performance.)

JOB PERFORMANCE	Superior	Satisfactory	Needs Improvement
1. Attendance			
2. Follows written and/or verbal instructions			
3. Completes job assignments			
4. Behavior appropriate for job assignment			
5. Relates well with other employees and/or customers			
6. Dresses and grooms to satisfaction of employer			
7. Job knowledge			
8. Planning and organizing			
9. Quality of work produced			
10. Quantity of work produced			
11. Promptness in completing work			
12. Appearance of workstation			
13. Notifies in advance if absent or late			

OVERALL SUMMARY

Please put an (X) in the appropriate box which must be consistent with job performance listed above.

A=Superior
 B=Very Good
 C=Satisfactory
 D=Needs Improvement
 (Requires plan of action)

Plan of Action/Additional Comments:

Date you discussed this evaluation with the student worker:

Supervisor's Signature:	Date:
Student's Signature:	Date: