



Rogue Community College®

Student Employment Services

## Student Employee Workplace Expectations Feedback Form

Use space below to give specific feedback to your student worker (punctuality, time off, etc.)

**RELIABILITY**

Is punctual and has good attendance  
Notifies supervisor of absences before start of work day  
Gives adequate notice when requesting time off  
Observes all organization policies & safety rules

**PRODUCTIVITY**

Accepts responsibility to complete assigned tasks on time  
Follows directions: oral, written, multi-step  
Stays on task, even without direct supervision  
Shows neatness & accuracy with detail  
Works hard, seeks additional work if time allows  
Keeps tools and materials organized & in good condition

**PROBLEM SOLVING/DECISION-MAKING**

Recognizes when problems exist and tries to solve them  
Seeks help when needed  
Plans & organizes work to achieve best efficiency  
Communicates suggestions to improve workplace systems

**INTERPERSONAL / TEAMWORK**

Gets along well with co-workers  
Responds to changing job demands, helps others if needed  
Is friendly and polite  
Accepts and responds positively to ongoing performance feedback  
Works with team to satisfy customer expectations

**COMMUNICATION**

Clearly expresses self to others (oral, written, sign)  
Readily asks questions if confused about correct procedures  
Listens well, takes notes when needed  
Observes confidentiality  
Respects cultural and ethnic differences in communication styles

**WORKPLACE MATURITY / COMMITMENT**

Is honest, willing to admit mistakes & learn from them  
Is interested in learning more about own job and organization as a whole  
Dresses appropriately for work site  
Maintains proper hygiene  
Finds appropriate ways to deal with stress  
Strives to improve quality of own work and always gives best effort

\_\_\_\_\_  
Student Worker Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date