



PERFORMANCE EVALUATION

University of Illinois at Chicago
Student Employment Office

Employee: _____

Department: _____

Title: _____ Hire Date: _____

This form should be completed by the direct supervisor of the above named employee. If the student is no longer working for your department, please fill out this form and submit a transaction via the HR Front End system to delete the appointment. Please indicate why the student is no longer with your department on the back of this form in the COMMENTS section.

In rating the employee's performance, please keep in mind the requirements of the position. Circle the appropriate level at which the student is currently performing. Please COMMENT on those categories that you have indicated as being "UNSATISFACTORY". Be sure to discuss this evaluation with the student employee and have him or her sign it.

RETURN THE COMPLETED FORM TO STUDENT EMPLOYMENT (M/C 335)

RATING SCALE

- 1 **Unsatisfactory** - produces less than 80% as much as others in the same or similar job.
- 2 **Below Average** - produces less than 10-15% as much as others in the same or similar job
- 3 **Average** - produces as much work as most others in the same or similar job
- 4 **Above Average** - produces 10-15% more than others in the same or similar job
- 5 **Exemplary** - produces over 20% more than others in the same or similar job
- X No opportunity to observe**

Quality of Work:

- A. Produces output with minimum number of errors. 1 2 3 4 5 X
- B. Prepares and maintains records which are accurate and readily accessible. 1 2 3 4 5 X

Volume of Work:

- A. Produces output quickly. 1 2 3 4 5 X
- B. Increases work pace, when necessary, to meet deadlines. 1 2 3 4 5 X
- C. Organizes and maintains orderly files and work areas. 1 2 3 4 5 X
- D. Displays flexibility in adjusting work priorities. 1 2 3 4 5 X

Coordination:

- A. Gathers, prepares, and distributes information as required. 1 2 3 4 5 X
- B. Gives support to new hires. 1 2 3 4 5 X

Problem Solving:

- A. Selects suitable alternative course of action when confronted by obstacles. 1 2 3 4 5 X
- B. Maintains composure when confronted by emotional stress on the job. 1 2 3 4 5 X
- C. Requests further information when needed. 1 2 3 4 5 X

Interaction with Others:

- | | | | | | | |
|--|---|---|---|---|---|---|
| A. Follows instructions. | 1 | 2 | 3 | 4 | 5 | X |
| B. Accepts work assignments willingly. | 1 | 2 | 3 | 4 | 5 | X |
| C. Accepts and offers constructive criticism in positive manner. | 1 | 2 | 3 | 4 | 5 | X |

Verbal Communication:

- | | | | | | | |
|--|---|---|---|---|---|---|
| A. Transmits ideas and information in a clear and concise manner. | 1 | 2 | 3 | 4 | 5 | X |
| B. Provides complete and reliable information to others. | 1 | 2 | 3 | 4 | 5 | X |
| C. Formulates oral and written communication which projects a positive attitude. | 1 | 2 | 3 | 4 | 5 | X |

Knowledge of Job:

- | | | | | | | |
|---|---|---|---|---|---|---|
| A. Comprehends departmental work procedures. | 1 | 2 | 3 | 4 | 5 | X |
| B. Understands the operational limitation of equipment used on the job. | 1 | 2 | 3 | 4 | 5 | X |

Commitment to Job:

- | | | | | | | |
|---|---|---|---|---|---|---|
| A. Accepts difficult jobs willingly. | 1 | 2 | 3 | 4 | 5 | X |
| B. Informs supervisor when leaving, consistently present at work station. | 1 | 2 | 3 | 4 | 5 | X |
| C. Arrives on time for work. | 1 | 2 | 3 | 4 | 5 | X |
| D. Schedules breaks, lunches and study time appropriately. | 1 | 2 | 3 | 4 | 5 | X |

Considering what you know about this student's character and ability, would you rehire?

(Please circle one) Yes No Undecided (indicate why in COMMENTS)

COMMENTS _____

Supervisor's Signature _____ Date _____

Department Head's Signature _____ Date _____

I have read and discussed the contents of this performance evaluation with my supervisor.

Employee's Signature _____ Date _____