

Type rating:

Annual .

Merit .

Final .

UNIVERSITY LIBRARIES
Student Employee Performance Evaluation Form

Evaluation period ____/____/____ to ____/____/____

Employee Name _____

BGSU ID# P_____ Job Classification _____

Job Title _____

Library Department _____

Please circle the number that is most applicable for each dimension. Refer to back for descriptions and definitions.

5 = Superior 4 = Commendable 3 = Satisfactory 2 = Needs Improvement 1 = Unsatisfactory

Job Knowledge 5 4 3 2 1

Interpersonal Skills 5 4 3 2 1

Quality of Work 5 4 3 2 1

Follows Directions 5 4 3 2 1

Reliability 5 4 3 2 1

Initiative 5 4 3 2 1

COMMENTS:

Signature of employee confirms that the performance evaluation has taken place and is not an indication of agreement with it. The student employee may attach comments to this evaluation if desired.

Rated by: _____ Title: _____
(Printed Name)

Rater's Signature

_____/_____/_____
Date

(Over)

1/99jh

Student Employee s Signature

Date

Performance Evaluation Area Descriptions:

* □ Job Knowledge	To what degree did the student demonstrate knowledge of the department's policies, procedures, and regulations when performing his or her job?
* □ Quality of Work	To what degree did the student perform the functions of his or her job? Was his or her work free of errors? Did he or she complete assignments on time and in an efficient manner?
* □ Reliability	Did he or she arrive on time for all work shifts? Did he or she meet assigned deadlines? Did he or she attend all meetings and training sessions? Did he or she carry your given instructions?
* □ Initiative	To what degree did the student demonstrate an awareness of what needs to be done by doing job tasks without being told?
* □ Interpersonal Skills	To what degree is the student able to interact with co-workers and the patrons of your department?
* □ Follows Direction	To what degree did the student follow instructions and do what was asked of him or her?

Rating Scale Definitions:

* □ Superior (5)	The student's job performance consistently far exceeded established job expectations.
* □ Commendable (4)	The student's performance exceeded some established job expectations.
* □ Satisfactory (3)	The student met established job expectations.
* □ Needs Improvement (2)	The student partially met established job expectations.
* □ Unsatisfactory (1)	The student failed to meet the majority of established job expectations.