



Check one:

- Student Assistant
 Federal Work-Study

Student Employee Performance Appraisal

INSTRUCTIONS: Please evaluate the student employee for each criterion shown below. If the section does not apply, or if you lack sufficient information, please check the column marked "N" for "no evaluation." Check each characteristic as follows: **A** – Superior; **B** – Above Average/Good; **C** – Average; **D** – Below Average; **E** – Poor.

I. Name of Student _____	Peoplesoft Employee ID No. _____	
Department _____	Dates of Employment From: _____ To: _____	
Student's Job Title _____	Classification Level A O, B O, C O, D O, E O	
Brief Description of Duties _____ _____		

II.	A	B	C	D	E	N
1. DEPENDABILITY & COOPERATION: Trustworthy, punctual, reliable, responsible; able to work well with fellow employees, supervisor.						
2. QUALITY OF WORK: Work is accurate, thorough, acceptable; uses materials and time economically; eager to improve.						
3. QUANTITY OF WORK: Has ability to do a comparatively large amount of work of above-average quality; has ability to work under pressure.						
4. PERSONAL APPEARANCE: Neat, clean, suitably dressed, poised.						
5. ATTITUDE TOWARD WORK: Is courteous, cheerful, interested; willing to work at difficult or disagreeable tasks; takes instructions cheerfully.						

III. TERMINATION

Would you re-employ this student? Yes No

IV.

Additional Comments _____

Signature of Supervisor _____	Date _____
-------------------------------	------------

V.

This evaluation has been explained to me and I understand the contents. I also understand that my signature does not necessarily indicate my agreement with the above evaluation.

Checking this box indicates I authorize the information to be released to future employers for reference purposes.

Signature of Student _____	Date _____
----------------------------	------------