

Student Employee Performance Appraisal

Student Name: _____ UID: _____

Department Name: _____ Position Title: _____

Supervisor Name: _____ Supervisor Phone #: _____

Please evaluate the student according to the following criteria, offering additional comments where appropriate:

- 1 = Unsatisfactory Does not meet expectations
- 2 = Below Average Meets some expectations but needs improvement
- 3 = Satisfactory Meets expectations, but does not exceed them
- 4 = Very Good Exhibits above average performance
- 5 = Exceptional Exhibits superior performance
- 6 = Not Applicable

1 2 3 4 5 6 **Productivity:** Student completes assignments in a timely manner, performs high quality work that is accurate and thorough, and manages time effectively.

1 2 3 4 5 6 **Punctuality:** Student is responsible, dependable, punctual, has good attendance, and notifies supervisor if s/he will be late or unable to work.

1 2 3 4 5 6 **Attitude Towards Work:** Student is enthusiastic, interested, diligent, courteous, and willing to work at difficult or disagreeable tasks.

1 2 3 4 5 6 **Communications Skills:** Student expresses thoughts clearly and is professional in dealing with both co-workers and the public.

1 2 3 4 5 6 **Initiative:** Student asks for work if not assigned and is able to work independently

1 2 3 4 5 6 **Creativity:** Student is innovative, accomplishes tasks in creative ways, and offers suggestions for new or better methods of operation.

1 2 3 4 5 6 **Relationships with Others:** Student is tactful, diplomatic, and maintains good working relationships with co-workers, supervisor, faculty, and staff.

1 2 3 4 5 6 **Overall Contribution:** Student contributes overall to improving the office/department.

Additional Comments

Please identify some of the student's strengths or weaknesses, offering any suggestions for improvement.

Please discuss the performances appraisal with the student, and then sign below

Supervisor's Signature Date _____
Employee's Signature Date

Keep a copy in the department's employee file and send original to the Department of Human Resources for the personnel file.

Please note that student employee appraisals are recommended, but not required, by the Department of Human Resources.

Revised 12/18/2012