

STUDENT EMPLOYEE PERFORMANCE EVALUATION

NAME _____

DEPARTMENT _____

EMPLOYEE ID _____

JOB TITLE _____

PERIOD COVERED _____

CURRENT WAGE _____

Evaluation Standards

- O** Outstanding
- A** Above Expectations
- M** Met Expectations
- B** Below Expectations

Importance of Evaluation Factor

- 3** Critical
- 2** Very Important
- 1** Moderately Important

Performance Review:

Overall rating _____

____ QUALITY OF WORK: Evaluate the accuracy, completeness, follow-through of work, and organization. Also consider compliance with work and health and safety rules.

____ PRODUCTIVITY: Evaluate the volume and timeliness of work based on the requirements of the job.

____ INITIATIVE: Evaluate self motivation, resourcefulness, creativity.

____ COORDINATION/COOPERATION: Evaluate relationships with other employees, students, and faculty, and willingness to help others.

____ DEPENDABILITY: Evaluate punctuality, regularity in attendance, meeting deadlines, performing work without close supervision, complies with University and departmental policies and procedures.

____ PUBLIC AFFAIRS: Evaluate the ability to communicate with the public in a helpful and informative manner.

PROPOSED ACTION:

____ Keep at current pay rate ____ Move to next pay level

COMMENTS OF DEPARTMENTAL SUPERVISOR WHO PERFORMED THIS EVALUATION:

Signature of Supervisor/Date

COMMENTS OF EMPLOYEE:

Signature of Employee Being Evaluated/Date
(Does not imply Agreement or Disagreement)

