



Performance: Appraisal – Student Employee Review Form

Name _____ Job Title _____

Supervisor _____ Department _____

Review Period From _____ To _____

Score the performance in each job factor below on a scale of 5 - 1, as follows:

5 = Outstanding, consistently exceeds this job factor expectations.

4 = Above Expectations, consistently meets and occasionally exceeds this job factor expectations.

3 = Meets Expectations, consistently meets this job factor expectations.

2 = Below Expectations, occasionally fails to meet this job factor expectations.

1 = Needs Improvement, consistently fails to meet this job factor expectations.

Section 1 - Job Performance

Enter up to five job knowledge and skill factors from the job description

SCORE POINTS

Quality of work

Quantity of work

Comments

Section 2 – Personal Performance

SCORE POINTS

Dependability _____
Attendance & Punctuality _____
Interpersonal Skills _____
Flexibility _____
Communication Skills _____
Teamwork _____

Comments _____

Signatures

Employee _____ Date _____

Employee Comments _____

Supervisor/Manager _____ Date _____

Human Resources _____ Date _____