

# Student Employee Performance Evaluation

Fill out the primary duties and performance rating sections. Obtain the appropriate signatures. This performance review can be used for a wage increase.

## EMPLOYEE INFORMATION

Date of Review	Name of Employee		Empl ID
Phone Number	DeptID	Entity	Date of Hire
Student Job Code	Student Class Title		Hours in Position

## PURPOSE OF EVALUATION

Performance Evaluation Only

*If increase is granted, check one or both*

<input type="checkbox"/> Recurring Increase	Percentage	New Hourly Rate
<input type="checkbox"/> Outstanding Service Award	Percentage	Dollar Amount

## SIGNATURES

Supervisor	Date
Title	
Comments	

Department Head	Date
Comments	

Employee	Date
Comments	

**PRIMARY DUTIES**

List the primary duties and responsibilities of the position. Determine the importance of each primary duty as related to the percent time spent performing the duty and enter before each.

Percent Time	Duties and Responsibilities
	1.
	2.
	3.
	4.
	5.
	6.
	7.

## PERFORMANCE STANDARDS

Job Knowledge: Shows working knowledge of job and related policies and procedures

Problem Solving/Decision Making: Assimilates and analyzes relevant information and uses it to reach appropriate conclusions; operates with minimum direction and supervision.

Quality and Accuracy of Completed Work: Completes job tasks thoroughly, accurately, and neatly.

Quantity of Completed Work: Completes the amount of work required of the position.

Teamwork/Relations with Others: Cooperates with others in carrying out assignments; shows interest in the job; shows willingness to do fair share; strives to improve performance.

Timeliness: All tasks assigned are completed on time with efficiency

## RATING KEY

Use these definitions in evaluating the performance standards on the preceding page.

5. Exceptional: In addition to exceeding all position requirements, takes on additional tasks that are rarely seen in this position.
4. Commendable: Exceeds all position requirements, goes beyond what is expected in this position.
3. Competent: Does a complete and satisfactory job. Does what is expected of a qualified, experienced employee in this position.
2. Fair: Does the job reasonably well. Meets many of the normal requirements of the job, but improvement needs to be seen in several areas in this position.
1. Unsatisfactory: Performs marginally in several areas. Has been on the job long enough to have shown better performance in this position.

## PERFORMANCE RATING

Review the rating key and the performance standards above. Rate each primary duty on each performance standard below using values defined in the rating key. Arrive at an average rating for each primary duty. Multiply the average rating by the percent time and enter in the last column. Total the last column and divide by 100 for the overall evaluation. (See optional observations on the next page.)

Primary Duty	Job Knowledge	Problem Solving / Decision Making	Quality & Accuracy of Completed Work	Quantity of Completed Work	Teamwork / Relations with Others	Timeliness	Average Rating	Percent Time	Average Rating X Percent Time
1.									
2.									
3.									
4.									
5.									
6.									
7.									
<b>Overall Evaluation (Total/100)</b>									

**OBSERVATIONS (OPTIONAL)**

1. What are the strongest attributes this employee has displayed in his/her job?

2. What contributions to the department has this employee made?

3. Identify areas in which job performance can be improved. List possible ways improvement can be achieved.

4. What progress has been made toward improvement in the completion of job responsibilities as identified in previous evaluations?

5. Additional comments: