

# Student Employee Performance Appraisal

<b>Employee:</b>		<b>UWG Student ID #</b>
<b>Position Title:</b>		
<b>Department:</b>		
<b>Reviewer:</b>		<b>Title:</b>
<b>Date:</b>		
<b>Review Period:</b>	From (MM/DD/YYYY) : _____	To (MM/DD/YYYY) _____

**Rating Scale:** *The following ratings must be used to ensure commonality of language and consistency on overall ratings. Support comments are required to justify all ratings.*

**Significantly Exceeds Expectations:** *Work performance that is consistently superior and is seldom equaled in overall contribution. This is reflected by accomplishments well beyond expectations. These conditions exist on a continual rather than occasional basis. Provide justification in comment section.*

**Exceeds Requirements:** *Work performance exceeds specific job requirements in most areas of responsibility. Accomplishments are above expected levels, and employee sustains uniformly high performance. Provide justification in comments section.*

**Meets Requirements:** *Work performance that consistently completes job tasks as expected in terms of quality and schedule. Performance can be described as solid and fully competent in all aspects of job content and expectations. We highly recommend that you provide justification in comments section.*

**Needs Improvement:** *Work performance that sometimes fails to meet the standards for the tasks. Performance is below minimum job requirements; improvement is essential. If an employee is given a “Needs Improvement” rating in any area, we strongly suggest that you contact Student Employment. Provide justification in comments section.*

**Unsatisfactory:** *Work performance fails to meet the standards for the tasks. Improvement is required within a specified period to maintain employment. We strongly suggest that you contact Student Employment. Provide justification in comments section.*

After each section has been completed and the performance discussion has occurred, both the student employee and supervisor must sign the form and should keep a copy for their records.

- Use a current job description

- Rate the employee’s level of performance, using the definitions above

- Give an overall rating in the space provided, using the definitions above as a guide

- Review with the employee each rating used to evaluate their work performance

Job Knowledge- Familiarity with information, procedures, materials and equipment for job completion.	Review Rating	
COMMENTS:	Significantly Exceed Expectations	
	Exceeds Expectations	
	Meets Expectations	
	Needs Improvement	
	Unsatisfactory	
Quality of Work- Accuracy and thoroughness in job performance.	Significantly Exceed Expectations	
COMMENTS:	Exceeds Expectations	
	Meets Expectations	
	Needs Improvement	
	Unsatisfactory	
Dependability- Efforts to report to work punctually; consistency in work quality.	Significantly Exceed Expectations	
COMMENTS:	Exceeds Expectations	
	Meets Expectations	
	Needs Improvement	
	Unsatisfactory	
Attitude- Enthusiasm, persistence, discretion, adaptability, general disposition in work environment, positivity.	Significantly Exceed Expectations	
COMMENTS:	Exceeds Expectations	
	Meets Expectations	
	Needs Improvement	
	Unsatisfactory	

<b>Initiative- Attempts to improve work; amount of supervision required; leadership potential and motivation to take on new projects.</b>	Significantly Exceed Expectations	
COMMENTS:	Exceeds Expectations	
	Meets Expectations	
	Needs Improvement	
	Unsatisfactory	
<b>Interpersonal Relations- Relationship with peers and supervisors; willingness to accept supervision; tact and cooperation.</b>	Significantly Exceed Expectations	
COMMENTS:	Exceeds Expectations	
	Meets Expectations	
	Needs Improvement	
	Unsatisfactory	
<b>Appearance- Consider appropriateness of dress and cleanliness, grooming, neatness and general impression.</b>	Significantly Exceed Expectations	
COMMENTS:	Exceeds Expectations	
	Meets Expectations	
	Needs Improvement	
	Unsatisfactory	
<b>Overall Rating</b>	Significantly Exceed Expectations	
COMMENTS:	Exceeds Expectations	
	Meets Expectations	
	Needs Improvement	
	Unsatisfactory	

Student Employee Comments:

Reviewer Comments:

**Signatures:**

\_\_\_\_\_  
Student Employee (Indicates discussion of review)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Reviewing Manager

\_\_\_\_\_  
Date