

PERFORMANCE APPRAISAL OF STUDENT EMPLOYEE
East Tennessee State University

STUDENT'S NAME _____

E-NUMBER _____

DEPARTMENT _____

ACCOUNT NUMBER _____

Work Program: **FWS** **RSWP** **APS** Supervisor _____

SUPERVISORS PLEASE NOTE: This rating sheet will help you appraise the student employees in a systematic way and in terms of his/her actual performance. Please consider the following suggestions regarding the use of this form.

1. Consider only one factor at a time.
2. Study each factor and your requirements for the factor.
3. You may want to consider performance in relation to the performance of all student employees you have known and observed in the past.
4. Do not let one incident, trait, or factor have excess bearing on all factors.
5. Comment on any matter you feel needs further explanation. Marks in the extreme right or left column need additional comments.

PERFORMANCE FACTORS	PERFORMANCE GRADE: As to the requirements for this job, this student employee:				
	Far Exceeds	Exceeds	Meets	Partially Meets	Does Not Meet
QUALITY OF WORK accuracy, economy of materials, economy of time (his/her own and others), neatness, thoroughness	consistently superior	sometimes superior	consistently satisfactory	usually acceptable	consistently unsatisfactory
QUANTITY OF WORK productive output	consistently exceeds requirements	frequently exceeds requirements	consistently meets requirements	frequently below requirements	consistently below requirements
DEPENDABILITY follows instructions, judgment, punctuality and attendance	consistently dependable	dependable in most respects	ordinarily dependable	frequently dependable	consistently undependable
COMPATIBILITY attitude toward the university, attitude towards supervision, cooperation with fellow employees and faculty	Consistently inspires others to work with and assist co-workers	Quick to volunteer to work with and assist others	Generally works well with and assists others	Seldom works well with or assists others	Consistently does not work well with or assists others

COMMENTS: _____

DATE: _____ SIGNED: _____

STUDENT: _____