

# PERFORMANCE APPRAISAL OF STUDENT EMPLOYEE

## East Tennessee State University

STUDENT'S NAME \_\_\_\_\_

SOCIAL SECURITY 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
<b>QUALITY OF WORK</b> accuracy, economy of materials, economy of time (his/her own and others), nearness, thoroughness	consistently superior <input type="checkbox"/>	sometimes superior <input type="checkbox"/>	consistently satisfactory <input type="checkbox"/>	usually acceptable <input type="checkbox"/>	consistently unsatisfactory <input type="checkbox"/>
<b>QUANTITY OF WORK</b> productive output	consistently exceeds requirements <input type="checkbox"/>	frequently exceeds requirements <input type="checkbox"/>	consistently meets requirements <input type="checkbox"/>	frequently below requirements <input type="checkbox"/>	consistently below requirements <input type="checkbox"/>
<b>DEPENDABILITY</b> follows instructions, judgment, punctuality and attendance	consistently dependable <input type="checkbox"/>	dependable in most respects <input type="checkbox"/>	ordinarily dependable <input type="checkbox"/>	frequently dependable <input type="checkbox"/>	consistently undependable <input type="checkbox"/>
<b>COMPATIBILITY</b> attitude toward the university, attitude towards supervision, cooperation with fellow employees and faculty	Consistently inspires others to work with and assist co-workers <input type="checkbox"/>	Quick to volunteer to work with and assist others <input type="checkbox"/>	Generally works well with and assists others <input type="checkbox"/>	Seldom works well with or assists others <input type="checkbox"/>	Consistently does not work well with or assists others <input type="checkbox"/>

COMMENTS: \_\_\_\_\_

DATE: \_\_\_\_\_

SIGNED: \_\_\_\_\_

STUDENT: \_\_\_\_\_