

Name _____ Student ID _____

Department _____ Job Title _____

Evaluator _____ Date _____

Rating Scale (1-4)

1. Exceeds expectations. Outstanding

Exhibits understanding and mastery; needs minimal supervision. Exercises good judgment in dealing with non-routine work situations.

2. Meets requirements of the job

Performance is competent. Needs occasional supervision on some routine aspects of the job. Working towards mastery.

3. Improvement Required

Requires continual supervision to complete routine tasks in this job function.

4. Unsatisfactory Performance

Not up to required job standards, performance unacceptable.

Ratings of 3 or 4 require Supervisor comments and a plan for improvement.

Scale 1-4 (1=highest, 4=lowest)	
	<p>Job Knowledge Understanding of all phases of assigned duties. Knowledge applied with respect to the total job. Demonstrates willingness to learn new skills and follow directions. Comments:</p>
	<p>Quality of Work Thoroughness, neatness, accuracy, and assumption of responsibility relative to the position. Willingness to improve. Adherence to departmental policies. Comments:</p>
	<p>Dependability Reliability in following through with assigned duties. Ability to follow instructions and complete tasks in a timely manner. Comments:</p>
	<p>Teamwork Ability and willingness to work with supervisor, co-workers and others. Comments:</p>
	<p>Time Management/Productivity Effective use of work time. Ability to complete assignments in allotted time. Keeps supervisor informed of status of assigned work, i.e. notifies supervisor if project is taking longer than allotted time. Self-starting behavior resulting in demonstrated accomplishments and volume of work. Comments:</p>

