

Meredith College
Student Employee Performance Appraisal

Student's Name _____

Department Name: _____ Job Title _____

Supervisor's Name: _____ Semester/Year _____

Please evaluate the student's performance according to the following criteria, where appropriate please provide additional comments:

- 1 = Unsatisfactory Does not meet expectations
- 2 = Below Average Meets some expectations but needs improvement
- 3 = Satisfactory Meets expectations, but does not exceed them
- 4 = Very Good Exhibits above average performance
- 5 = Exceptional Exhibits superior performance

1 2 3 4 5 **Quality of Work:** Student completes assignments in a timely manner, performs high quality work that is accurate and thorough, and manages time effectively.

1 2 3 4 5 **Attendance:** Student is responsible, punctual, has good attendance, and notifies supervisor if she will be late or unable to work.

1 2 3 4 5 **Dependability:** Student is responsible and dependable in meeting deadlines and completing assignments.

1 2 3 4 5 **Attitude Toward Work:** Student is enthusiastic, interested, diligent, courteous, and will work at difficult or disagreeable tasks

1 2 3 4 5 **Communication Skills:** Student expresses thoughts clearly and is professional in dealing with both co-workers and the public.

1 2 3 4 5 **Initiative:** Student works independently and asks for work if not assigned. Student offers suggestions for new or better methods of operation.

1 2 3 4 5 **Relationships with Others:** Student is tactful, diplomatic, and maintains good working relationships with co-workers, supervisor, faculty, and staff.

Additional Comments: Please identify some of the student's strengths or weaknesses, offering any suggestions for improvement. Please discuss the performance appraisal with the student, and then both sign below. The signature of the student employee does not signify that the employee agrees with the evaluation, only that it has been discussed with the employee. The employee's response in writing may be attached to this appraisal, and filed in the employee's personnel file.

Supervisor's Signature

Date

Employee's Signature

Date