

Student Employee Performance Appraisal

Employee:		UWG Student ID
# Position Title:		
Department:		
Reviewer:		Title:
Date:		
Review Period:	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

Accountability- Understand job roles and accept personal responsibility.	Review Rating	
COMMENTS:	Significantly Exceed Expectations	
	Exceeds Expectations	
	Meets Expectations	
	Needs Improvement	
	Unsatisfactory	
Communication- Effectively interact with others and share information.	Significantly Exceed Expectations	
COMMENTS:	Exceeds Expectations	
	Meets Expectations	
	Needs Improvement	
	Unsatisfactory	
Professionalism- Commitment to organizational and individual excellence.	Significantly Exceed Expectations	
COMMENTS:	Exceeds Expectations	
	Meets Expectations	
	Needs Improvement	
	Unsatisfactory	
Teamwork- Collaborate and achieve common outcomes.	Significantly Exceed Expectations	
COMMENTS:	Exceeds Expectations	
	Meets Expectations	
	Needs Improvement	
	Unsatisfactory	

Quality of Work- Completes work with accuracy, thoroughness, in a timely manner, and maintains the ability to make reasonable decisions.	Significantly Exceed Expectations	
COMMENTS:	Exceeds Expectations	
	Meets Expectations	
	Needs Improvement	
	Unsatisfactory	
Quantity of Work- Maintains a high level of productivity aligned to job responsibilities, uses work time productively, and completes work in a timely manner.	Significantly Exceed Expectations	
COMMENTS:	Exceeds Expectation	
	Meets Expectations	
	Needs Improvement	
	Unsatisfactory	
Job Knowledge- Demonstrates competence with the knowledge, skills and abilities needed to complete job responsibilities, possesses an understanding of the job procedures & methods to produce unit outcomes.	Significantly Exceed Expectations	
COMMENTS:	Exceeds Expectation	
	Meets Expectations	
	Needs Improvement	
	Unsatisfactory	
Achievement of Outcomes- Demonstrates ability to contribute to the unit outcomes, support others to achieve unit outcomes, engages in the work environment to support continuous improvement.	Significantly Exceed Expectations	
COMMENTS:	Exceeds Expectations	
	Meets Expectations	
	Needs Improvement	
	Unsatisfactory	

Overall Rating:

Reviewer Comments:

Student Employee Comments:

Signatures:

Student Employee (Indicates discussion of review)

Date

Reviewing Manager

Date