UNIVERSITY LIBRARIES

Student Assistant Performance Appraisal Form

Student

Department/Team

Evaluator(s)

Evaluation Period Fall____ Spring____ 201____

0=Unsatisfactory 1=Marginal 2=Satisfactory 3=Above Average 4=Outstanding

Attendance and Punctuality

SCORE:

0  completely undependable; often late or absent; does not notify supervisor
1  undependable; may be late or absent without good reason; does not notify supervisor
2  dependable; may be late on occasion; notifies supervisor if unable to report
3  very dependable; has legitimate excuse when late or absent; notifies supervisor
4  totally dependable; late/absent only when unavoidable; notifies supervisor in advance

Comments:

Productivity

SCORE:

0  consistently below standard in productivity
1  sometimes below standard in productivity
2  produces an average amount of work
3  above standard in productivity
4  exceptionally productive

Comments:

Initiative

SCORE:

0  consistently does not accept/learn new tasks
1  does not readily accept/learn new tasks
2  average in accepting/learning new tasks
3  accepts/learns new tasks better than average; recognizes problems and notifies supervisor
4  accepts/learns new tasks easily and quickly; recognizes problems and brings solutions to supervisor.

Comments:

Job Interest:

SCORE:

0  no interest in job; reluctant to cooperate
1  marginally interested; occasionally uncooperative
2  good interest in work; mostly cooperative and pleasant
3  above average interest in work; meets others halfway; readily accepts suggestions
4  superior interest in work; constructive attitude

Comments:
**Interpersonal Skills** (interactions with patrons and co-workers)  
**SCORE:**

0  uncooperative; poor communication skills; does not interact well with others  
1  has difficulty working with others; at times uncooperative and distant; marginal oral and/or written communication skills; seldom seems to listen  
2  usually cooperative with all contacts; communication skills meet job requirements  
3  almost always cooperative; works well with others; good communication; good listener  
4  always cooperative and courteous; develops exceptionally mature relationships with others; outstanding communication skills; effective listener  

**Comments:**

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**Quality of Work, Accuracy**  
**SCORE:**

0  quality of work totally unreliable; very careless; all work must be checked  
1  marginally reliable; makes frequent errors; most work must be checked  
2  quality of work usually can be depended upon; work occasionally checked  
3  accurate; rarely requires follow-up once instructions are given; work seldom checked  
4  high degree of accuracy; can be relied upon completely; work rarely checked  

**Comments:**

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**Job Knowledge**  
**SCORE:**

0  consistently falls short of job requirements  
1  occasionally falls short of job requirements  
2  basic knowledge of all job duties  
3  knows all basic routines and occasionally handles non-routine occurrences  
4  extensive knowledge and ability to handle routine and exceptional assignments; understands the larger picture and how duties relate to other work performed in the Libraries  

**Comments:**

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**Overall Evaluation**  
**TOTAL SCORE:**

0 - 8  Unsatisfactory  (possibility of non-renewal)  
9 - 13  Marginal  
14 - 18  Satisfactory  
19 - 23  Above Average  
24 - 28  Outstanding  

This evaluation has been discussed with the student.

Student  
Date  

Evaluator  
Date  

**Comments:**

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REV. 3/09