# Student Assistant Performance Appraisal Form

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<th>Department/Team</th>
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<th>Evaluator(s)</th>
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| 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

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This evaluation has been discussed with the student.

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Comments:

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REV. 3/09