Division of Student Affairs
Sacramento State
Financial Aid & Scholarships
Lassen Hall 1006
6000 J Street
Sacramento, CA 95819-6044

Student Performance Report

I. Student Name:

Student Job Title (if applicable):

Department and/or Work Location:

Dates of Rating Period: From: To:

Does this report coincide with a particular event, such as end of semester or end of employment? ☐Yes / ☐No
If so, please specify:

Brief description of job duties and expectations (attach job description):

II. Please evaluate the student based on each criterion listed below. Examples of each criterion are provided for illustration purposes.

Check by the appropriate number to correspond with the following rating system:

1) **Unacceptable***--Performance is inadequate. Employee has demonstrated an inability or unwillingness to improve or meet expectations. Performance is not acceptable.
2) **Improvement Needed***--Inconsistent performance and/or regular performance falls short of expectations.
3) **Satisfactory**--Meets all normal requirements of the position in a competent manner.
4) **Above Average**--Consistently competent performance exceeding normal standards in all critical factors for the position.
5) **Outstanding**--Total performance consistently exceeds normal standards for the position.

**Any rating of 1 or 2 should be explained. Use Section IV, "Additional Comments," below. For any 1 or 2 rating, work with the student on a corrective action plan and schedule a follow-up review in 90 days.*

Criterion 1: General Professionalism
Examples: attire, punctuality, attendance, personal self-care, condition of work space, uses office resources appropriately, understands and follows office safety protocol, etc.

☐1 ☐2 ☐3 ☐4 ☐5

Comments:

Criterion 2: Appropriate Use of Technology
Examples: personal technology, computer and Internet, office phone, fax, etc.

☐1 ☐2 ☐3 ☐4 ☐5

Comments:

Criterion 3: Attitude
Examples: attentive, engaged, receptive to constructive criticism, open to a variety of assignments, asks for clarification when needed, takes initiative, and so forth.

☐1 ☐2 ☐3 ☐4 ☐5

Comments:

Criterion 4: Quality of Work
Examples: accuracy, organization, logic, formal and informal written communications, and so forth.

☐1 ☐2 ☐3 ☐4 ☐5

Comments:

Criterion 5: Quantity of Work and Productivity
Examples: Work is/assignments are complete; the effort expended was appropriate for the task at hand; a sufficient amount of work is produced; time management skills, timeliness, etc.

☐1 ☐2 ☐3 ☐4 ☐5

Comments:

Criterion 6: Interpersonal Skills and Communication
Examples: appropriate and respectful interaction with the supervisor, coworkers, clientele, the public, and University staff and students; verbal/oral communication, etc.

☐1 ☐2 ☐3 ☐4 ☐5

Comments:

Criterion 7: Dependability
Examples: reliable, can work independently, uses sound judgment and common sense, thinks critically, meets deadlines, is generally prepared, etc.

☐1 ☐2 ☐3 ☐4 ☐5

Comments:

Criterion 8: Academics
Student employee is in good academic standing? ☐Yes / ☐No
Student employee has an overall GPA of 2.0 or higher? ☐Yes / ☐No

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III. Additional Areas of Assessment (optional)

IV. Additional Comments (use additional space as needed)
Examples: explanations for a 1 or 2 rating, areas for improvement and associated goals, goals for the next term of employment, supervisor/worker expectations for the next term of employment, progress achieved, job strengths, areas of excellence, etc.

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V. Points for Discussion:

1. How does the position and its associated duties align with the student's career goals?

Sample discussion point for student employee: Please describe some tasks and assignments you have had or would like to have that will help prepare you for your career after college.

Sample discussion point for supervisor: Please explain how the tasks, assignments, and job skills can be applied in other professional settings and how the student might discuss or describe duties on a resume.

2. Is the student employee able to balance work and academics?

3. Does the student have any suggestions, comments, or things that he or she would like to be different?

Supervisor's Signature: _____ Date: _____

VI. This report has been explained to me and I understand its contents. I also understand that my signature does not necessarily indicate that I agree/concur with the above report.

Student Signature: _____ Date: _____

I authorize the information contained in this report to be released to future employers for reference purposes (check one): ☐YES ☐NO