



## STUDENT EMPLOYEE APPRAISAL FORM

Student Name: \_\_\_\_\_

Department: \_\_\_\_\_ Job Title: \_\_\_\_\_

**Please Check the Appropriate Box:**

**4 – Outstanding**

**3 – Above Average**

**2 – Average**

**1 – Below Average**

	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
<b>Quality of Work:</b> Ability to do satisfactory work following procedures				
<b>Quantity of Work:</b> Volume of work done in a specified time				
<b>Comprehension:</b> Knowledge of job - familiarity with procedures of job				
<b>Reliability:</b> Job completion, ability to get things done, conscientiousness				
<b>Attitude toward Work:</b> Degree of enthusiasm and willingness to do work				
<b>Judgment:</b> Ability to make sound decisions				
<b>Dependability:</b> Punctuality and reliability in attendance				
<b>Professionalism:</b> Conducts self in a dignified, businesslike manner				
<b>Cooperation:</b> Ability to work with other in harmony				
<b>Initiative:</b> Interest in assuming additional responsibilities				
<b>Potentialities:</b> Ability to improve one's self within the job situation				
<b>Leadership:</b> Qualities of understanding and directing people				
<b>Personal Appearance:</b> Outward impression made				
<b>Overall Rating:</b> Consider all attributes				

**Comments:**

**Review Date:** \_\_\_\_\_

**Supervisor's Signature:** \_\_\_\_\_ **Student's Signature:** \_\_\_\_\_