

## Student Employee Performance Appraisal

<b>Employee:</b>		<b>UWG Student ID #</b>
<b>Position Title:</b>		
<b>Department:</b>		
<b>Reviewer:</b>		<b>Title:</b>
<b>Date:</b>		
<b>Review Period:</b>	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

### I. Principal Responsibilities and Projects/Objectives (Required)

Evaluate performance relating to the primary responsibilities of the position and additional projects/objectives. Employee and reviewer should discuss and agree upon what constitutes the major responsibilities and projects/objectives of the position before the review is conducted. Please add rows to the form if needed. Include pertinent details, observations, examples and obstacles outside the employee's control in the comments section on the bottom. This section must be completed for all student employees.

Responsibility or Project/Objective	Review Rating	
<p>1.</p> <p>COMMENTS:</p>	Significantly Exceed Expectations	
	Exceeds Expectations	
	Meets Expectations	
	Needs Improvement	
	Unsatisfactory	
<p>2.</p> <p>COMMENTS:</p>	Significantly Exceed Expectations	
	Exceeds Expectations	
	Meets Expectations	
	Needs Improvement	
	Unsatisfactory	
<p>3.</p> <p>COMMENTS:</p>	Significantly Exceed Expectations	
	Exceeds Expectations	
	Meets Expectations	
	Needs Improvement	
	Unsatisfactory	
<p>4.</p> <p>COMMENTS:</p>	Significantly Exceed Expectations	
	Exceeds Expectations	
	Meets Expectations	
	Needs Improvement	
	Unsatisfactory	

<p>5.</p> <p>COMMENTS:</p>	Significantly Exceed Expectations	
	Exceeds Expectations	
	Meets Expectations	
	Needs Improvement	
	Unsatisfactory	
<p>6.</p> <p>COMMENTS:</p>	Significantly Exceed Expectations	
	Exceeds Expectations	
	Meets Expectations	
	Needs Improvement	
	Unsatisfactory	
<p>7.</p> <p>COMMENTS:</p>	Significantly Exceed Expectations	
	Exceeds Expectations	
	Meets Expectations	
	Needs Improvement	
	Unsatisfactory	
<p>8.</p> <p>COMMENTS:</p>	Significantly Exceed Expectations	
	Exceeds Expectations	
	Meets Expectations	
	Needs Improvement	
	Unsatisfactory	

## II. Core Behaviors (Required)

Evaluate performance relating to the following core behavioral requirements and provide supporting details in Comments Section on the bottom. This section must be completed for all student employees.

Universal Core Behaviors	Review Rating	
<p><b>Professionalism:</b></p> <ul style="list-style-type: none"> <li>• Reports to work properly attired and with good hygiene</li> <li>• Is knowledgeable about the job</li> <li>• Is knowledgeable about the department</li> <li>• Reports to work on time and as scheduled and works entire scheduled hours</li> </ul> <p><b>COMMENTS:</b></p>	Significantly Exceed Expectations	
	Exceeds Expectations	
	Meets Expectations	
	Needs Improvement	
	Unsatisfactory	
<p><b>Communication:</b></p> <ul style="list-style-type: none"> <li>• Exhibits good listening and comprehension skills.</li> <li>• Effectively expresses oneself in all written and oral communications.</li> <li>• Keeps others adequately informed.</li> <li>• Responds with tact, diplomacy and composure when dealing with others.</li> </ul> <p><b>COMMENTS:</b></p>	Significantly Exceed Expectations	
	Exceeds Expectations	
	Meets Expectations	
	Needs Improvement	
	Unsatisfactory	
<p><b>Teamwork and Collaboration:</b></p> <ul style="list-style-type: none"> <li>• Cooperates with others toward the achievement of common goals.</li> <li>• Seeks consensus and win-win solutions to problems and conflicts.</li> <li>• Actively contributes and fully participates in team initiatives.</li> <li>• Puts success of the team above own interests.</li> <li>• Builds and maintains constructive work relationships.</li> </ul> <p><b>COMMENTS:</b></p>	Significantly Exceed Expectations	
	Exceeds Expectations	
	Meets Expectations	
	Needs Improvement	
	Unsatisfactory	
<p><b>Responsive to Change:</b></p> <ul style="list-style-type: none"> <li>• Supports and adapts to changes in the work environment.</li> <li>• Displays a proactive, problem-solving approach toward work.</li> <li>• Committed to life-long learning by continuously increasing skills, knowledge and effectiveness.</li> <li>• Actively seeks and initiates creative and innovative solutions.</li> <li>• Exercises sound, accurate and informed independent judgment when needed.</li> </ul> <p><b>COMMENTS:</b></p>	Significantly Exceed Expectations	
	Exceeds Expectations	
	Meets Expectations	
	Needs Improvement	
	Unsatisfactory	

<p><b>Quality Driven:</b></p> <ul style="list-style-type: none"> <li>• Results oriented and committed to quality through continuous process improvement.</li> <li>• Eliminates ineffective activities and closes performance gaps.</li> <li>• Shows initiative and coming up with ways to improve work processes and clarifying job functions</li> <li>• Anticipates and responds to customer needs.</li> <li>• Monitors own performance and actively seek feedback.</li> </ul> <p><b>COMMENTS:</b></p>	<b>Significantly Exceed Expectations</b>	
	<b>Exceeds Expectations</b>	
	<b>Meets Expectations</b>	
	<b>Needs Improvement</b>	
	<b>Unsatisfactory</b>	
<p><b>Support of the Mission of University of West Georgia:</b></p> <ul style="list-style-type: none"> <li>• Values, supports and models institutional objectives including: service, collaboration, quality, personalism, diversity and respect for all individuals.</li> <li>• Exhibits personal integrity, honesty, zeal and compassion.</li> <li>• Understands and supports the university's efforts to serve all in need, especially those who are disadvantaged.</li> </ul> <p><b>COMMENTS:</b></p>	<b>Significantly Exceed Expectations</b>	
	<b>Exceeds Expectations</b>	
	<b>Meets Expectations</b>	
	<b>Needs Improvement</b>	
	<b>Unsatisfactory</b>	

Student Employee Comments:
Reviewer Comments:

**Signatures:**

\_\_\_\_\_  
Student Employee (Indicates discussion of review)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Reviewing Manager

\_\_\_\_\_  
Date