



STUDENT EMPLOYEE APPRAISAL FORM

Student Name: _____

Department: _____ Job Title: _____

Please Check the Appropriate Box:

4 – Outstanding

3 – Above Average

2 – Average

1 – Below Average

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

Comments:

Review Date: _____

Supervisor's Signature: _____ **Student's Signature:** _____