

RIT

STUDENT EMPLOYEE APPRAISAL FORM

Student Name: _____ Date: _____

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				
Collaboration: Ability to work with other in harmony				
Initiative: Interest in assuming additional responsibilities				
Critical Thinking: Ability to analyze information to make sound decisions				
Leadership: Qualities of understanding and directing people				
Communication: Ability to effectively communicate using various means				
Overall Rating: Consider all attributes				

Comments:

Review Date: _____

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