

STUDENT EMPLOYMENT PERFORMANCE APPRAISAL
Point Loma Nazarene University

The purpose of this review is to promote communication between supervisor and employee.
Evaluation Ratings: Please rate the employee according to the following directions.

- O--Clearly Outstanding**..... Exceeded all position goals or duties.

 - A--Above Expectations**.....Met all position goals or duties and in many instances exceeded them.

 - M--Met Expectations**.....Met practically all position goals or duties and in some instances exceeded them.

 - B--Below Expectations**.....Failed to meet position goals or duties or met them only partially; marked improvement necessary.

 - U--Clearly Unsatisfactory**.....Performance of goals or duties is unacceptable.

 - N/A**.....Not applicable to this position.
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- _____ **Dependability**--Consider punctuality, regularity in attendance, meeting deadlines, and performing work without close supervision.

- _____ **Coordination/Cooperation**--Consider relationships with other employees, supervisor, students and faculty and willingness to help others accomplish tasks.

- _____ **Productivity**--Evaluate the volume and timeliness of work based on the requirements of the job.

- _____ **Initiative**--Consider the self-starting ability, resourcefulness, and creativity as applied to the duties of the position.

- _____ **Job Knowledge**--Evaluate the use of information, procedures, materials, equipment and techniques, etc. required for current job.

- _____ **Quality**--Evaluate the accuracy, completeness and follow-through of work. Also, consider compliance with work, health and safety rules and procedures.

- _____ **Public Service**--Consider ability to communicate with the public in a helpful and informative manner.

- _____ **Planning/Organization**--Consider areas such as varying work demands, developing efficient methods, setting goals and objectives, establishing priorities, and utilizing available resources.

Optional Factor-- _____
(to be used to evaluate a particular aspect of the position which is peculiar to that position in the judgment of the supervisor.)

_____ **Overall**--Please indicate comments as well as future plans/actions below:

Student Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____