### Employee Performance Review

#### Employee Information

<table>
<thead>
<tr>
<th>Supervisor Name:</th>
<th>Ratings</th>
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<tr>
<td>(5) = Excellent performance</td>
<td>(4) = Meets and exceeds expectations</td>
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#### Quality of Work

- Ability to perform satisfactory work following specific directions.

#### Quantity of Work

- Completes assigned tasks in a timely manner.

#### Comprehension

- Knowledge of job – familiarity with job procedures.

#### Reliable/Dependable

- Job completion, conscientiousness, attendance, punctuality and reliability.

#### Attitude

- Degree of enthusiasm toward assigned tasks.

#### Judgment

- Ability to make sound decisions.

#### Professionalism

- Acts in a dignified, businesslike manner.

#### Cooperation

- Ability to work with others.

#### Potential

- Ability to improve job performance.

#### Initiative

- Interest in assuming added responsibilities.

#### Leadership

- Ability to lead, organize, and direct various projects.

#### Personal Appearance

- Outward impression.

#### Overall Rating

- Consider all attributes.

### General Comments

Please provide detailed comments if student is given a majority of “excellent” or “needs significant improvement” ratings. You may attach an additional sheet of paper if necessary.

Please note that evaluations are not used to determine pay step increases or during transfer to another department. Employees may elect to submit comments with or following the evaluation to the Financial Aid Office.

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