

## Return to: KRC Financial Aid Office - Student Employment Program

Student's Name: \_\_\_\_\_

Department.: \_\_\_\_\_

Position Title: \_\_\_\_\_

Semester.: \_\_\_\_\_

### Employee Performance Review

**Employee Information**

Supervisor Name: \_\_\_\_\_

**Ratings**

(5) = Excellent performance	(4) = Meets and exceeds expectations	(3) = Meets expectations	(2) = Needs minor improvement	(1) = Needs significant improvement	(NA) = Not Applicable
-----------------------------------	--	-----------------------------	-------------------------------------	---	--------------------------

<b>Quality of Work</b> <small>Ability to perform satisfactory work following specific directions.</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Quantity of Work</b> <small>Completes assigned tasks in a timely manner.</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comprehension</b> <small>Knowledge of job – familiarity with job procedures.</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reliable/Dependable</b> <small>Job completion, conscientiousness, attendance, punctuality and reliability.</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Attitude</b> <small>Degree of enthusiasm toward assigned tasks.</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Judgment</b> <small>Ability to make sound decisions.</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Professionalism</b> <small>Acts in a dignified, businesslike manner.</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Cooperation</b> <small>Ability to work with others.</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Potential</b> <small>Ability to improve job performance.</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Initiative</b> <small>Interest in assuming added responsibilities.</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Leadership</b> <small>Ability to lead, organize, and direct various projects.</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Personal Appearance</b> <small>Outward impression.</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Overall Rating</b> <small>Consider all attributes.</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**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.**

<i>Employee Signature:</i>	<i>Date</i>
<i>Supervisor Signature:</i>	<i>Date</i>