

Kenai Peninsula College, Soldotna, AK 99669

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
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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.**

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