

STUDENT EMPLOYMENT SERVICE RATING 2012-2013

Student's name _____ BANNER ID _____

Work Area: _____ Session: () Academic Year () Fall () Spring

Performance Factors:

Performance Levels:

- 1. – **JOB KNOWLEDGE/SKILLS** – Extent to which student employee maintains satisfactory level.....4 3 2 1 NA
- 2. – **QUALITY OF WORK** – Accuracy, neatness, thoroughness.....4 3 2 1 NA
- 3. – **RECORD KEEPING/DOCUMENTATIONS** – Extent to which student-employee maintains records, reports, and correspondence.....4 3 2 1 NA
- 4. – **PRODUCTIVITY** – Extent to which student employee accomplishes quantity of work expected of job.....4 3 2 1 NA
- 5. – **DEPENDABILITY** – Extent to which student employee performs work without close supervision.....4 3 2 1 NA
- 6. – **ADAPTABILITY** – Extent to which student employee readily adapts to change in routine, work load or work assignments.....4 3 2 1 NA
- 7. – **INITIATIVE** – Extent to which student employee presents new ideas, improves procedures, demonstrates awareness of clerical or technical changes related to job.....4 3 2 1 NA
- 8. – **ATTENDANCE** – Extent to which student employee maintains satisfactory attendance performance in regard to tardiness, early departures, and/or absences.....4 3 2 1 NA
- 9. – **RELATIONSHIP WITH OTHERS** – Extent to which student employee establishes effective working relationships when dealing with co-workers, and/or the public.....4 3 2 1 NA
- 10.-**SAFETY** – Extent to which student employee works in a safe manner and observes safety practices.....4 3 2 1 NA

- 4= Exceeds normal job requirements
- 3 = Meets normal job requirements
- 2 = Improvement is needed to meet job requirements
- 1 = Fails to meet job requirements

Acceptable satisfactory performance requires an average rating of 2.75

Add the number circled and divide total by number of performance factors used in the evaluation
Maximum of 10

OVERALL EVALUATION:

Comments:

Rated by: _____ Date _____

Rating discussed with student
() Yes () No

RELEASE: I authorize the University of Mary Washington to release this employment service rating, as well as confirm my period of employment to UMW upon receipt of a work or credit reference request.

Student's Signature: _____ Date _____