

The University of St. Thomas

Student Employment Evaluation Form

2009-2010

Student Employee Name:		UST ID#:		Job Title:	
Department:		Dept. Code			
Supervisor:		Ext:			

PART I - INSTRUCTIONS TO EMPLOYER

Listed below are five performance factors, seven behavioral traits, and five supervisory factors that are important in the performance of the employee's job. Performance factors and behavioral traits must be utilized for all employees. The supervisor factors should be utilized only for employees with supervisory responsibilities. NOTE: A rating of Unacceptable (1), Needs Improvement (2) or Superior (5) requires comments. The "overall performance" evaluation should reflect the employee's total performance, including the performance factors as related to the employee's responsibilities and duties as set forth in the job description, behavioral traits and supervisory factors, if applicable.

Distribution Instructions	<ol style="list-style-type: none"> 1. Return the original form interoffice to: Attn: Lety Gallegos, Financial Aid /Box 078 2. Off Campus Organizations, please mail to: <div style="text-align: center;"> <p>The University of St. Thomas Office of Scholarships & Financial Aid Attn: Lety Gallegos 3800 Montrose Blvd. Houston, TX 77006-4626</p> </div> 3. Maintain one copy for your departmental records. 4. Distribute one copy to the student employee
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Marking Instructions	<ol style="list-style-type: none"> 5. The supervisor should indicate the employee's performance by using check box next to the appropriate level of performance.
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The following rating scale guide is being provided to assist the evaluator in assigning the most appropriate measurement of the employees' performance factors, behavioral traits and supervisory factors.

- 1 = Unacceptable - Consistently fails to meet job requirements; performance clearly below minimum requirements. Immediate improvement required to maintain employment.
- 2 = Needs Improvement – Occasionally fails to meet job requirements; performance must improve to meet expectations of position.
- 3 = Meets Expectations – Able to perform 100% of job duties satisfactorily. Normal guidance and supervision are required.
- 4 = Exceeds Expectations – Frequently exceeds job requirements; all planned objectives were achieved above the established standards and accomplishments were made in unexpected areas as well.
- 5 = Superior – Consistently exceeds job requirements; this is the highest level of performance that can be attained.

PART II - PERFORMANCE FACTORS

1. **Knowledge, Skills, Abilities** – Consider the degree to which the employee exhibits the required level of job knowledge and/or skills to perform the job and this employee’s use of established techniques, materials and equipment as they relate to performance.

Unacceptable				Superior
1	2	3	4	5
Comments:				

2. **Quality of Work** – Does the employee complete assignments meeting quality standards? Consider accuracy, neatness, thoroughness and adherence to standards and safety rules.

Unacceptable				Superior
1	2	3	4	5
Comments:				

3. **Quantity of Work** – Consider the results of this employee’s efforts. Does the employee demonstrate the ability to manage several responsibilities simultaneously; perform work in a productive and timely manner; meet work schedules?

Unacceptable				Superior
1	2	3	4	5
Comments:				

4. **Work Habits** – To what extent does the employee display a positive, cooperative attitude toward work assignments and requirements? Consider compliance with established work rules and organizational policies.

Unacceptable				Superior
1	2	3	4	5
Comments:				

5. **Communication** – Consider job related effectiveness in dealing with others. Does the employee express ideas clearly both orally and in writing, listen well and respond appropriately?

Unacceptable				Superior
1	2	3	4	5
Comments:				

PART III - BEHAVIORAL TRAITS

6. **Dependability** – Consider the amount of time spent directing this employee. Does the employee monitor projects and exercise follow-through; adhere to time frames; is on time for meetings and appointments; and responds appropriately to instructions and procedures?

Unacceptable				Superior
1	2	3	4	5
Comments:				

7. **Cooperation** – How well does the employee work with co-workers and supervisors as a contributing team member? Does the employee demonstrate consideration of others; maintain rapport with others; help others willingly?

Unacceptable				Superior
1	2	3	4	5
Comments:				

8. **Initiative** – Consider how well the employee seeks and assumes greater responsibility, monitors projects independently, and follows through appropriately.

Unacceptable				Superior
1	2	3	4	5
Comments:				

9. **Attendance** – Consider number of absences, use of annual and sick leave in accordance with University policy.

Unacceptable				Superior
1	2	3	4	5
Comments:				

10. **Punctuality** – Consider work arrival and departure in accordance with departmental and University policy.

Unacceptable				Superior
1	2	3	4	5
Comments:				

PART VI - OVERALL PERFORMANCE

If the employee were eligible for work-study for the 2010-2011 academic year, would you rehire the work-study employee?

No	Undecided	Yes with reservations	Yes
1	3	4	5

PART VII - To the Employee:

I have been advised of my performance ratings. I have discussed the contents of this review with my supervisor. My signature does not necessarily imply agreement. My comments are as follows (optional) (attach additional sheets if necessary):

SIGNATURES

Supervisor:	Date:
Employee:	Date: