



Student Employee Performance Appraisal

UNI Culture & Intensive English Program
 2014-2015

Effective evaluation of job performance is an on-going process. This form is used for supervisors' six months period review of progress toward meeting job expectations and goals. The purpose of the appraisal is to improve the performance of individuals and the institutions, to facilitate communication between supervisors and staff members and to provide a basis for management decisions.

Student Employee Information			
Name:		University ID:	
Position:			
Department:	UNI Culture and Intensive English Program		
Start date of current position:		Review Period:	DATE to DATE
Supervisor:	Carolina Coronado-Park	Time worked for current supervisor:	
<i>The responsibilities and performance of the above person have been reviewed.</i>			
Performance continues to be:			
COMMENTS: Comments			

I have discussed with my appraiser my responsibilities and performance and understand their significance.

Appraiser's signature: _____ **Date:** ____/____/____

Student employee's signature: _____ **Date:** _____

Reviewer's Signature: _____ **Date:** _____

(Reviewer is appraiser's supervisor)

Student Employee Performance Categories

Rating	Explanation
Exceptional Performance	Performance consistently far exceeds expectations. Performance is characterized by exceptionally high work quality. Employees rated as having exceptional performance repeatedly make contributions which are far above the requirements of their position. They use exceptional judgment and regularly exhibit mastery of their job duties and responsibilities.
Highly Successful Performance	Performance frequently exceeds expectations. Six months goals are met or exceeded. Performance indicates thorough attention to and the completing of all assigned responsibilities. Unusual problems are properly considered and generally well handled. Individuals strive for job improvements and initiative is regularly displayed. The contribution of these individuals is usually beyond what is expected.
Satisfactory Performance	Performance meets the requirements and standard expectations of the position. The position is being covered in an adequate manner and the responsibilities are being handled competently or the performance is progressing at an appropriate pace based on the length of time in the position.
Needs Development	Performance does not consistently meet all expectations of the position. Areas for improvement and an action plan for achieving needed improvement are to be developed in a collaborative manner.
Unacceptable Performance	Performance does not meet the minimum expectations of the position. Supervisor must specifically identify unacceptable performance and expectations to achieve successful performance.