

Will student be returning? _____ Yes _____ No
 If yes, when does student plan to work? _____ Summer _____ Fall _____ Spring
 Enrolled in summer classes _____ Yes _____ No

**CENTRAL UNIVERSITY LIBRARIES
 Student Assistant Performance Evaluation**

Student _____ Supervisor _____

SMU I.D. # _____ Date of Evaluation _____

Current Classification: Graduate _____ Undergraduate: _____ Work Study: _____

Current Hourly wage: \$ _____ New Hourly wage effective June 1: \$ _____

Evaluation forms will be completed by the student assistant's supervisor at least once a year and at the student's termination (end of school year). Evaluations are discussed with the student, may become part of his/her permanent work record in CUL, and may serve as an integral part of future job references. Salary increases and/or promotions are based on performance evaluations, which also may serve as part of future job references. Factors on which job performance is evaluated are listed below.

FACTORS

RATING SCALE:

**1 = Exceptional
 2 = Good**

**3 = Improvement needed
 4 = Unsatisfactory**

A. WORK HABITS

		1	2	3	4
1.	Attendance	()	()	()	()
2.	Punctuality	()	()	()	()
3.	Effective use of time	()	()	()	()
4.	Attention to detail	()	()	()	()
5.	Relationship with other employees	()	()	()	()
6.	Relationship with public	()	()	()	()
7.	Appropriate attire, demeanor for workplace	()	()	()	()

B. KNOWLEDGE OF WORK

1.	Understanding of tasks	()	()	()	()
2.	Comprehension of goals	()	()	()	()
3.	Special expertise: _____	()	()	()	()

C. QUALITY OF WORK	1	2	3	4
1. Adherence to standards, policy	()	()	()	()
2. Accuracy	()	()	()	()
3. Neatness	()	()	()	()
4. Thoroughness	()	()	()	()
D. QUANTITY OF WORK				
1. Quantity of accomplishments	()	()	()	()
2. Speed with which work is completed	()	()	()	()
E. JUDGMENT				
1. Ability to make decisions	()	()	()	()
2. Application of experience to situation	()	()	()	()
F. INITIATIVE				
1. Motivation	()	()	()	()
2. Interest in work	()	()	()	()
G. ADAPTABILITY (Adjustment to change)	()	()	()	()
H. DEPENDABILITY/RELIABILITY	()	()	()	()

SUPERVISOR'S COMMENTS:

Supervisor

Date

STUDENT ASSISTANT'S COMMENTS:

Student Assistant

Date