North Carolina State University
Office of Scholarships and Financial Aid

Work-study Employee Performance Appraisal

Student's Name _____

Department Name: _____ Job Title _____

Supervisor's Name: _____ Semester/Year _____

Please evaluate the student's performance according to the following criteria, offering additional comments where appropriate:

1 = Unsatisfactory	Does not meet expectations
2 = Below Average	Meets some expectations but needs improvement
3 = Satisfactory	Meets expectations, but does not exceed them
4 = Very Good	Exhibits above average performance
5 = Exceptional	Exhibits superior performance

1 2 3 4 5 **Productivity:** Student completes assignments in a timely manner, performs high quality work that is accurate and thorough, and manages time effectively.

1 2 3 4 5 **Punctuality:** Student is responsible, dependable, punctual, has good attendance, and notifies supervisor is s/he will be late or unable to work.

1 2 3 4 5 **Attitude Toward Work:** Student is enthusiastic, interested, diligent, courteous, and will work at difficult or disagreeable tasks

1 2 3 4 5 **Communication Skills:** Student expresses thoughts clearly and is professional in dealing with both co-workers and the public.

1 2 3 4 5 **Initiative:** Student asks for work if not assigned and is able to work independently. Student offers suggestions for new or better methods of operation.

1 2 3 4 5 **Relationships with Others:** Student is tactful, diplomatic, and maintains good working relationships with co-workers, supervisor, faculty, and staff.

Additional Comments: Please identify some of the student's strengths or weaknesses, offering any suggestions for improvement.

Please discuss the performance appraisal with the student, and then both sign below. The signature of the student employee does not signify that the employee agrees with the evaluation, only that it has been discussed with the employee. The employee's response in writing may be attached to this appraisal, which then should be filed in the employee's personnel file.

_____   _____
Supervisor's Signature   Date

_____   _____
Employee's Signature   Date