



STEPHEN F. AUSTIN STATE UNIVERSITY

Employee Evaluation Form (Student Employees)

Name: _____ Campus ID Number: _____
Department: _____ Review Period: _____ - _____

- I. **Essential Job Requirements:** (Consider employee's knowledge of duties, responsibilities of position and how employee applies technical knowledge, education and experience to job requirements.)

- Unable to complete job duties.
- Poor understanding of job duties.
- Continually needs repeated instructions.
- Demonstrated adequate knowledge of job.
- Has knowledge and skills to handle job duties.
- More than adequate knowledge of job.
- Strives to improve job skills.
- Thorough knowledge of job and how it affects others.
- Continually utilizes expanding knowledge and skills to perform duties.

- II. **Quality of Work:** (Consider quality in relation to level of job duties. Consider thoroughness, accuracy and overall presentation of work.)

- Quality does not meet requirements of job.
- Makes frequent and recurrent errors.
- Projects or duties often need revision or correction.
- Quality meets requirements of job.
- Work is frequently complete, accurate and has minimal errors.
- Work is presented in a satisfactory manner.
- Quality exceeds requirements of job.
- Work is consistently complete, accurate and thorough, exceeding job requirements.
- Work is exceptionally thorough, organized, well thought out and accurate.

- III. **Quantity of Work:** (Consider assignments completed, overall productivity and amount of work done during the workday.)

- Quantity does not meet minimum requirements.
- Volume of work is generally unsatisfactory.
- Volume is generally below what is expected.
- Does just enough to get by.
- Volume meets job requirements.
- When situation requires, production increases.
- Volume of work is frequently above that expected.
- Consistently produces high volume of work.
- Employee is extremely productive and fast.

IV. **Work Ethics**: (Consider how employee displays loyalty to SFA through the handling of confidential information, following policies and use of SFA's property.)

- Does not follow SFA's policies.
- Careless with SFA's property.
- Prone to gossip and to discussing confidential information outside of appropriate parties.
- Competent in complying with and respecting SFA's policies.
- Appropriately uses SFA's property.
- Protects confidential information.
- Displays a high regard for SFA's property and policies.
- Demonstrates the ability to understand and takes steps in protecting confidential information.
- Consistently supports and follows SFA's policies and uses property appropriately.
- Uses exceptional care in regards to confidential information.

V. **Use of Time and Work Organization**: (Consider employee's ability to organize and prioritize their work, and how effectively time is used.)

- Work is unplanned and unorganized. Doesn't plan or schedule.
- Usually cannot find or wastes time searching for information.
- Difficulty in determining priority and schedule of duties.
- Adequately plans and organizes work. Completes work within time expected.
- Normally does not require assistance to accomplish routine work effectively and logically.
- Planning and organizing work is a priority. Uses time wisely and produces more work than required.
- Demonstrates the ability to logically complete assignments on the majority of assigned projects.
- Exceptional planning and organization skills. Makes the most of their time, able to take on additional tasks without affecting regular assignments.
- Work is always completed in an effective and logical manner.

VI. **Work Relationships and Teamwork:** (Consider whether employee works harmoniously and effectively with fellow employees and management.)

- Hardly ever assists others unless specifically asked.
- Not courteous; lacks understanding.
- Generally uncooperative; fails to consider others.
- Has negative attitude, may be rigid and defensive.
- Provides assistance without being asked.
- Will work effectively with team, and is cooperative.
- Occasionally displays an enthusiastic attitude.
- Seeks out opportunities to assist others.
- Promotes enthusiasm about working with others, and looks for constructive ways to encourage others.
- Goes above and beyond to assist others and promote good working relationships.
- Promotes superior teamwork, and is a team leader.
- Always promotes enthusiasm.

VII. **Customer Relations:** (Consider how employee responds and interacts with employees and others within or outside department or organization.)

- Has little or no regard for how his/her behavior affects others.
- Rarely listens or tries to understand needs of others.
- Lacks tact, diplomacy and appears impolite when dealing with customers.
- Normally concerned about and aware of impact of behavior on others.
- Listens, understands and responds appropriately to others' needs.
- Generally tactful, diplomatic and polite when dealing with customers.
- Pro-active in understanding and being responsive to others' needs.
- Above average in understanding and listening to others' needs.
- Willing to go the extra mile.
- Exhibits professionalism in dealing with customers.
- Seeks to secure quality, long-lasting customer-user relations.
- Consistently going the extra mile to be sure others' needs are met.
- Outstanding in understanding and being responsive to customers' needs.

VIII. **Responsibility and Dependability**: (Consider the manner in which employee applies self to work, amount of supervision required to obtain desired results, employee's ability to identify issues and choose appropriate course of action.)

- Unreliable, consistently needs supervision.
- Cannot be depended on to follow-up and handle routine tasks.
- Extreme difficulty in meeting schedules.
- Reliable and conscientious about accomplishing duties and assignments.
- Requires general supervision.
- Always reliable and conscientious about accomplishing assignments.
- Requires supervision only on non-routine tasks or on complex assignments.
- Has earned supervisor's complete confidence that assignments will be accomplished.
- Needs only minimal supervision on all tasks.

IX. **Initiative**: (Consider employee's ingenuity for completing extra or self-initiated projects or assignments, adaptability to change and employee's initiative in completing assignments ahead of schedule.)

- Seldom, if ever, looks for ways to improve department and/or self.
- When given a task, never looks for ways to improve work process.
- Resistant to change.
- Generally looks for ways to improve organization and/or self.
- When asked, generally looks for ways to improve work process.
- Readily adapts to situations and/or change.
- Actively seeks new assignments and ways to improve the organization and/or self.
- Independently originates constructive ideas for improving work process.
- Supports and easily adapts to change.
- Gives exceptional ideas on ways to improve organization, and/or self, seeks new, challenging assignments.
- Provides superior constructive ideas for improving work process.
- Outstanding ability to adapt to and support change.

X. **Communication**: (Consider how employee conveys information verbally and in writing. Consider employee's listening skills and professional courtesy in communicating with others.)

- Rarely communicates clearly and effectively verbally and through letters, reports and emails.
- Seldom, if ever, shows professional courtesy and tact when communicating.
- Lacks effective listening skills which results in repeated instructions.
- Usually communicates clearly and effectively verbally and through letters, reports and emails.
- Generally shows professional courtesy and tact when communicating.
- Possesses adequate listening skills.
- Consistently communicates clearly and effectively verbally and through letters, reports and emails.
- Very conscientious about showing professional courtesy and tact when communicating.
- Above average listening skills.
- Demonstrates exceptional communication skills both verbal and written.
- Goes above and beyond to ensure information is conveyed with professional courtesy and tact.
- Is an exceptional listener.

XI. **Decision Making**: (Consider employee's ability to identify issues and choose appropriate course of action.)

- Continually jumps to conclusions and does not consider facts.
- Becomes indecisive and/or inactive when faced with simple decisions.
- Lacks skills to identify issues that may cause problems.
- Meets decision making requirements of the job.
- Generally considers facts and able to identify issues to make generally sound decisions.
- Good at foreseeing issues and problems and making sound, timely decisions.
- Generally decisive and handles daily decisions with ease.
- Exceptional decision making skills.
- Has strong capability to identify issues and foresee problems, while always making sound and timely decisions.

Summary Sheet

Areas for Improvement/Action Plan:

Summary:

Overall Evaluation (check one)

	Unsatisfactory	A rating that may apply to inexperienced newcomers to the job or University. It applies to others whose performance falls far short of expectations. Employees performing at this level would be expected to improve or move out of the job in a reasonable length of time.
	Needs Improvement	Performance is acceptable in some but not all aspects of the job. Performance does not consistently meet requirements and the need for further development is recognized.
	Fully Acceptable	Performance meets all requirements and expectations of the job. The employee is doing everything that is called for in the job in a timely and effective manner. Most experienced employees should perform at this level.
	Commendable	Performance is clearly and consistently above what is required in the job. Achievement is superior and consistently above expectations in most aspects of the job.
	Outstanding	Performance consistently exceeds expectations in all aspects of the job. This rating is reserved for those few individuals whose exceptional performance is obvious to all.

My signature indicates I have reviewed this performance appraisal and have discussed the contents with my immediate supervisor or his/her designee. My signature also means that I have been advised of my performance and does not necessarily imply I agree with the evaluation. I understand that I may attach my comments to this document to be held on file.

Employee Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____