

CREIGHTON UNIVERSITY STUDENT EMPLOYEE JOB PERFORMANCE RATING

STUDENT NAME: _____ NET id: _____

EMPLOYING DEPT: _____ EMPLOYING SUPERVISOR: _____

CHECK ONE : Federal Work Study employment ____ University funded employment ____

Rate the student employee's performance level for each of the work attributes listed below. Use a scale from 1-10, with 10 being the highest. Write the scores in the spaces provided. Total scores for an overall rating. Use this form as a tool to help your student employee develop good work skills. Let the student read and discuss it with you. A good way to start the process is to give the student a form and have them fill it out on themselves, then compare it with the rating you have given. When possible, give specific examples relating. This form does not become part of student's permanent file.

<i>Attributes</i>	<i>score</i>
Quality of work- accuracy, thoroughness, attention to detail	
Productivity - produces desired quantity of work in reasonable timeframe	
Attitude - willing to perform duties, desire and enthusiasm to attain goals, takes pride in the work	
Contact with the public/ other employees - works harmoniously and communicates clearly, courteously, and tactfully with co-workers, supervisors, students and the public.	
Reliability - is dependable and punctual in attendance.	
Initiative - works independently, uses creative problem-solving techniques, seeks out work assignments.	
Mastery of job skills - has advanced steadily in learning progressive levels of job complexity	
If Reliability score is 8 or higher, give 10 bonus points here	
Total score:	

overall rating: Outstanding (66-80) ____ Above average(52-65) ____ Satisfactory (37-51) ____
 Below average (22-36) ____ Unsatisfactory(0-21) ____ Unable to rate due to student absenteeism ____

Comments:

Supervisor's signature: _____ Date: _____