



THE UNIVERSITY OF TEXAS AT DALLAS
 University Career Center
 Student Employment

Student Employee Performance Appraisal

Employee Name:		UTD Net ID:
Position Title:		
Department:		
Reviewer:		Title:
Review Period:	From (MM/DD/YYYY): _____ To (MM/DD/YYYY) _____	Date:

Rating Scale: *The following ratings should be used to ensure commonality of language and consistency on overall ratings. Support comments are encouraged to justify all ratings.*

Exceeds Expectations (4): *Work performance exceeds specific job requirements in most areas of responsibility. Accomplishments are above expected levels, and employee sustains uniformly high performance. Provide justification in comments section.*

Meets Requirements (3): *Work performance that consistently completes job tasks as expected in terms of quality and schedule. Performance can be described as solid and fully competent in all aspects of job content and expectations. We highly recommend that you provide justification in comments section.*

Needs Improvement (2): *Work performance that sometimes fails to meet the standards for the tasks. Performance is below minimum job requirements; improvement is essential. If an employee is given a "Needs Improvement" rating in any area, we strongly suggest that you contact Student Employment. Provide justification in comments section.*

Unsatisfactory (1): *Work performance fails to meet the standards for the tasks. Improvement is required within a specified period to maintain employment. We strongly suggest that you contact Student Employment. Provide justification in comments section.*

After each section has been completed and the performance discussion has occurred, both the student employee and supervisor must sign the form and should keep a copy for their records.

PERFORMANCE FACTORS	4	3	2	1	COMMENTS
Attendance: <i>Reports to work when scheduled, on time and works entire shift.</i>					
Job Knowledge: <i>Possesses the necessary level of knowledge to perform functions of the job; does not require supervisor to explain routine/repetitive tasks; continues to develop skills as comfort level with duties and environment grows.</i>					
Quality and Quantity of Work: <i>Works effectively and efficiently. Results oriented and committed to quality through continuous process improvement. Eliminates inefficient activities and closes performance gaps. Anticipates and responds to customer needs. Monitors own performance and actively seeks feedback.</i>					
Customer Service: <i>Ensures that department and university are accurately and positively portrayed. Requests are handled in a timely and accurate manner, and response is complete.</i>					
Initiative: <i>Ability to perform their role independently, takes responsibility to accomplish needed work; resourceful independent action and professional judgment that are position appropriate.</i>					
Interpersonal: <i>Interacts in a professional, respectful and civil manner with all members of the department and UTD community.</i>					
Communication: <i>Expresses ideas and provides information, in writing and verbally, in an effective manner that is thorough, clear, concise, and complete; conveys information to supervisors, peers, and customers in a timely manner.</i>					
Confidentiality: <i>Maintains strict confidentiality of student and departmental information.</i>					
Aptitude: <i>Quickly learns new processes and technology, and retains job training.</i>					
Critical Thinking/Problem Solving: <i>Exercises sound reasoning to analyze issues, makes decisions and overcomes problems. Able to obtain, interpret and use knowledge, facts and data.</i>					
Oral/Written Communication: <i>Expresses thoughts and ideas clearly and effectively in written and oral form to all constituents.</i>					
Professionalism: <i>Respects departmental policies (i.e. appropriate dress, cell phone use, etc.)</i>					
Career Management: <i>Treats current position as a learning opportunity for future career. Can identify skills gained that will increase career readiness; understands and acts with the interest of the organization in mind.</i>					
Overall Performance:					

Reviewer's Comments: (Describe any specific changes, improvements, or goals desired of the student's performance in the next evaluation period)

Student Employee's Comments:

Supervisor Signature: _____ Date: _____

Employee Signature: _____ Date: _____

(My signature above indicates that I have reviewed and discussed this appraisal with my immediate supervisor)