



Student Assistant Performance Appraisal

1. Student's Information

Name (Last, First)	Cal State LA CIN#	Department
Brief Description of Duties		Dates of Employment under Review From: _____ To: _____
		Job Title
		Classification (i.e. 1870)

2. Performance Evaluation

INSTRUCTIONS: Please evaluate the student employee for each criterion shown below. If the section does not apply, or if you lack sufficient information, please check the column marked "N" for "no evaluation." Check each characteristic as follows:

A – Superior; **B** – Above Average/Good; **C** – Average; **D** – Below Average; **E** – Poor; **N** – No Evaluation

Criterion Ratings:		A	B	C	D	E	N
DEPENDABILITY & COOPERATION	Punctual, reliable, responsible; able to work well with fellow employees and supervisor.						
QUALITY OF WORK	Accurate, thorough, acceptable; uses materials and time efficiently; accepts feedback and learns from mistakes.						
QUANTITY OF WORK	Able to complete assigned tasks; demonstrates initiative to seek work; able to be flexible when priorities change.						
WELCOMING & INCLUSIVE	Creates a welcoming environment; displays good customer service; able to work with people from diverse backgrounds.						
ORAL & WRITTEN COMMUNICATION	Able to verbally convey thoughts; write/edit emails, memos and letters clearly and effectively.						

3. Supervisor's Comments (optional):

4. Student Review and Acknowledgement:

Student Assistants shall be provided the opportunity to meet with their supervisor upon receipt of the draft evaluation. If a meeting is requested, the student assistant should inform their supervisor and the supervisor will make arrangements to ensure that it takes place. Following the meeting, the supervisor shall consider all information presented during the discussion. This must be done prior to signing the appraisal and submitting it to the Student Employment Office. Students who wish to meet with their supervisor should not sign this form until the meeting has occurred.

Checking this box indicates that I am waiving the opportunity to meet with my supervisor.

By signing this appraisal, I understand that it does not necessarily indicate my agreement with the above evaluation.

Student's Signature

Date

Supervisor's Signature

Date