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Student Employee Performance Review

Student Employee Name and ID	Job Title	Department	Position Review Date
Assessment Period From To	Date of Assessment Meeting	Supervisor	Type of Assessment <input type="checkbox"/> Semester <input type="checkbox"/> Interim

PERFORMANCE RATING CATEGORIES

- Outstanding** Exceptional performance, exceeds all performance expectations for this factor, contributes significantly to organizational effectiveness and efficiency
- Commendable** Performs beyond normal requirements and competence
- Effective** Fulfills the normal job requirements with some strong points
- Needs Improvement** Fails to meet one or more of the significant performance expectations for this factor, performance must improve to be acceptable
- Unsatisfactory** Performance must improve substantially to be acceptable

PERFORMANCE FACTORS	PERFORMANCE EXPECTATIONS: COMMENTS OR EXAMPLES (attached extra sheets if needed)	RATING
QUALITY OF WORK Competence, accuracy, neatness, thoroughness, safety		<input type="checkbox"/> Outstanding <input type="checkbox"/> Commendable <input type="checkbox"/> Effective <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory
QUANTITY OF WORK Use of time, volume of work accomplished, ability to meet schedules, productivity		<input type="checkbox"/> Outstanding <input type="checkbox"/> Commendable <input type="checkbox"/> Effective <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory
JOB KNOWLEDGE Degree of technical knowledge, understanding of job procedures, methods, use of tools and technology		<input type="checkbox"/> Outstanding <input type="checkbox"/> Commendable <input type="checkbox"/> Effective <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory

WORKING RELATIONSHIPS Cooperation, dependability and ability to work with supervisor, co-workers, students and customers		<input type="checkbox"/> Outstanding <input type="checkbox"/> Commendable <input type="checkbox"/> Effective <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory
ORGANIZATION AND COMMUNICATION SKILLS Planning and organizing own work, problem solving, decision making, following directions, communication skills, judgment, adaptability to change		<input type="checkbox"/> Outstanding <input type="checkbox"/> Commendable <input type="checkbox"/> Effective <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory
ATTENDANCE and PUNCTUALITY		<input type="checkbox"/> Outstanding <input type="checkbox"/> Commendable <input type="checkbox"/> Effective <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory

1. Specific Achievements

2. Training and Development Recommendations (may be directly related to the employee's current job or to help the employee develop skills for advancement)

Supervisor's Name/Supervisor's Title	Signature	Date
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Supervisor's Comments? (optional)
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Student Employee's Comments? (optional)
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For Student Employee: In what ways can your supervisor help in your job performance and/or career development?

I have reviewed this performance review with my supervisor and have received a copy. My signature does not necessarily indicate agreement with the assessment. I understand that I may attach a written response or comments to this assessment.

Employee's Name	Signature	Date
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Please submit a copy of this performance evaluation to the graduate student, and an additional copy to the Office of Graduate Studies.

For any questions or concerns, please contact the Office of Graduate Studies:

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