MURPHY LIBRARY STUDENT EMPLOYEE WORK PERFORMANCE APPRAISAL

Performance Appraisal

At the end of the student's first semester and each spring, supervisors will do a performance appraisal on each student employee. This allows the students to know how they are doing and what areas my need improvement. Results are shared with the student and evaluations are kept on file for several years for possible future employment references.

Student's Name	
Department	
Evaluator	
Semesters Completed	

In support of our campus mission statement "in which the entire university community is fully engaged in supporting student success," Eagle student advantage was developed to help students recognize the competencies they're developing, while they work in Murphy Library, learn how to articulate them to others, and apply them as they "take their place in a constantly changing world community."

Please rate your employee on the following aspects of their job performance.

Ranking: 1 - Poor   2 - Needs Improvement   3 – Satisfactory   4 – Good   5 – Excellent

> **Integrity & Accountability:** Take ownership of your actions and learn from your mistakes. Act with the interests of the larger community in mind. Establish effective work habits.

Is this student employee dependable by showing up for their scheduled hours?

1 - Poor   2 - Needs Improvement   3 – Satisfactory   4 – Good   5 – Excellent

Do they notify a supervisor in advance if they may be late or absent?

1 - Poor   2 - Needs Improvement   3 – Satisfactory   4 – Good   5 – Excellent

Is the quality of work done by the student employee accurate with no need of follow up assistance?

1 - Poor   2 - Needs Improvement   3 – Satisfactory   4 – Good   5 – Excellent

How much does your employee pay attention to detail?

1 - Poor   2 - Needs Improvement   3 – Satisfactory   4 – Good   5 – Excellent

Comments:

Collaboration & Leadership: Build mutually beneficial relationships and achieve common goals by understanding, valuing, and leveraging strengths of others. Take responsibility for your own role and contributions within a team.

Is the student employee cooperative, courteous and works well with others?

1 - Poor   2 - Needs Improvement   3 – Satisfactory   4 – Good   5 – Excellent

Does the employee assist others in developing new skills to create a supportive atmosphere?

1 - Poor   2 - Needs Improvement   3 – Satisfactory   4 – Good   5 – Excellent

Comments:

Self-Management: Identify and articulate your interests, skills, values, and experiences. Explore and make decisions about academic and career options. Demonstrate the continual development of a positive personal brand.

Does the student employee act interested in work by displaying cooperation and enthusiasm?

1 - Poor   2 - Needs Improvement   3 – Satisfactory   4 – Good   5 – Excellent

Comments:

Engaging Diversity: Cultivate awareness of your own identity and that of others through exploration of diversity. Appreciate multiple perspectives and participate in society as a conscious global citizen.

Does the student employee treat co-workers with fairness and respect?

1 - Poor   2 - Needs Improvement   3 – Satisfactory   4 – Good   5 – Excellent

Comments:

Critical Thinking & Problem Solving: Exercise reasoning to independently analyze issues, identify options and alternatives, formulate opinions, make decisions, and overcome problems.

Is the student employee taking the initiative to finish his/her responsibilities without having to be asked to do so?

1 - Poor   2 - Needs Improvement   3 – Satisfactory   4 – Good   5 – Excellent

Does the student employee accept and learn new tasks easily?

1 - Poor   2 - Needs Improvement   3 – Satisfactory   4 – Good   5 – Excellent

Comments:

Communication: Effectively articulate thoughts and ideas to others. Understand the impact of communication on your professional work image. Use communication skills to motivate and develop others.

Does the student engage well with the public, supervisor and coworkers?

1 - Poor   2 - Needs Improvement   3 – Satisfactory   4 – Good   5 – Excellent

Comments:

Digital Literacy & Technology: Leverage knowledge of information and communications technology to ethically and efficiently solve problems, complete tasks, and accomplish goals.

Does the student actively use resources at hand to solve problems?

1 - Poor   2 - Needs Improvement   3 – Satisfactory   4 – Good   5 – Excellent

Comments:

Supervisor's Recommendation: Retain_____ Probation_____ Termination_____
NOTE: If student is put on probation, s/he stays at the same semesters level and pay rate.

Student's Signature & Date:_____

Supervisor's Signature & Date:_____

Please Return sheet to the Murphy Library Administrative Office Before the End of The Term