



The College at  
**BROCKPORT**  
STATE UNIVERSITY OF NEW YORK

Office of Student Employment

**EMPLOYEE NAME:**

**DEPARTMENT:**

**JOB TITLE:**

**PERIOD EVALUATED:**

Use this evaluation to assess the work performance of the student(s) employed in your department. Please evaluate performance, discuss your evaluation with the employee, and file it in your department. Please use the following ratings:

1. **Marginal:** Performance is clearly below acceptable. This rating describes performance which has not kept pace with changing requirements, success which only happens occasionally, or performance which has been deteriorating. Individuals in this category should either improve or plan to move out of the position.
2. **Adequate:** Performance is below accepted levels considering time in position. Performance meets only minimum requirements and improvement is expected through application, training, experience.
3. **Proficient:** Performance is acceptable and desired results are consistently achieved and sometimes exceed expectations.
4. **Commendable:** Performance is consistently above expectations and demonstrates the ability to achieve additional responsibility.
5. **Outstanding:** Performance far exceeds requirements. This rating is used for exceptional performance which has a significant impact on the unit.

Please rate the employee using the 1 - 5 scale noted above.

- \_\_\_\_\_ **Ability to learn** - Able to learn duties within an acceptable time frame. Makes an effort to learn quickly.
- \_\_\_\_\_ **Attitude and relations with others** - Attitude is enthusiastic, diligent and interested. Maintains effective working relationship with co-workers.
- \_\_\_\_\_ **Quantity of work** - Accomplishes an acceptable output of work. Completes work in acceptable time frame.
- \_\_\_\_\_ **Quality of work** - Work is consistently accurate. Follows direction. May be able to take initiative in selecting tasks to complete. Displays sound judgment.
- \_\_\_\_\_ **Dependability** - Is consistently reliable and dependable. Consistently acceptable in terms of attendance and punctuality.
- \_\_\_\_\_ **Overall Rating**

Evaluated by

Date

Student Signature

Date

**Comments**