

UNIVERSITY OF KENTUCKY LIBRARIES
STUDENT EVALUATION FORM

Student's Name _____ Position _____
Period: From _____ to _____
Evaluation date: _____ Department _____

In each section, record score that most closely describes this student's work performance. If you wish, use the space marked "Additional Comments" to explain your rating of any or all the factors. Student assistants will be evaluated at least once a year. Rating terms are as follows: 0=Unsatisfactory, 1=Below average, 2=Satisfactory (meets normal requirements), 3=Above average, and 4=Excellent.

1. PUNCTUALITY AND ATTENDANCE: (Score):

- (0) Completely undependable; often absent or late; does not call supervisor.
- (1) Undependable; may be late or absent without good reason; does not notify supervisor.
- (2) Dependable; may be late on occasion; notifies supervisor if unable to report.
- (3) Very dependable; has legitimate excuse when absent or late; notifies supervisor.
- (4) Totally dependable; absent/late only when unavoidable; notifies supervisor in advance when unable to report.

2. QUALITY OF WORK; ATTENTION TO WORK AREA: (Score):

- (0) Work slipshod, usually untidy about work habits.
- (1) Work barely passable; errors frequent.
- (2) Average quality work; makes occasional errors; usually leaves work area neat.
- (3) Work of good quality; errors uncommon; leaves work area neat.
- (4) Exceptionally accurate; superior quality; leaves work area immaculate.

3. QUANTITY OF WORK: (Score):

- (0) Output consistently below regular standards.
- (1) Works slowly; rather low production.
- (2) Completes average amount of work.
- (3) Good productivity; volume of work more than satisfactory.
- (4) Consistently completes an exceptional amount of work.

4. PERFORMANCE RELIABILITY: (Score):

- (0) Totally unreliable.
- (1) Marginal reliability; requires occasional checking on routine tasks.
- (2) Usually can be depended upon but must be checked on more important matters.
- (3) Dependable; rarely requires follow-up once instructions are given; turns to supervisor quickly for help.
- (4) Can be relied upon completely; merits utmost confidence.

5. ATTITUDE: (Score):

- (0) No interest in job; cooperates only when forced to.
- (1) Marginal interest; occasionally uncooperative.
- (2) Good interest in work; usually cooperative and pleasant.
- (3) Above average interest in work; meets others halfway; accepts suggestions without resentment.
- (4) Superior interest in work; constructive attitude; show initiative.

6. JOB KNOWLEDGE: (Score):

- (0) Falls short of job requirements.
- (1) Knows only routine job requirements.
- (2) Knows all normal work routines.
- (3) Has extensive knowledge of most work assignments.
- (4) Has extensive knowledge of all work assignments and knowledge of Library system.

7. INTERPERSONAL, TELEPHONE, AND COMMUNICATION SKILLS: (Score):

- (0) Uncooperative; poor communication skills; does not interact well with others.
- (1) At times uncooperative and distant; oral and/or written communications skills marginal; seldom seems to listen.
- (2) Usually cooperative with all contacts. Communication skills meet job requirements.
- (3) Almost always cooperative. Good communication. Good listener. Careful with telephone contacts. Makes notes of complaints, problems.
- (4) Always cooperative and courteous. Excellent communication. Effective listener. Thoroughly documents all unusual situations.

8. OVERALL EVALUATION (Total Score):

- 0 - 8 = Unsatisfactory (May not be rehired)
- 9 - 13 = Below average
- 14 - 18 = Satisfactory
- 19 - 23 = Above average
- 24 - 28 = Excellent

Additional Comments (must justify unsatisfactory and excellent) Use additional sheet if necessary.

This evaluation was discussed with me: _____
(Student's signature)

Evaluator's Signature _____ Date: _____