

TEXAS STATE

LBJ STUDENT CENTER

Student Employee Performance Review

Employee Name _____

Position _____ Department _____

(8) Week Evaluation _____ Semester Evaluation _____ Evaluation Dates _____

- 1. Needs Improvement:** Does not meet expectations. Additional training or effort is needed in this area to meet job expectations.
- 2. Meets Expectations:** Work is at level required, assumes extra projects or tasks when requested.
- 3. Exceeds Expectations:** Maintains exemplary achievement and balance in quality and quantity of work. Consistently takes on additional workload without defaulting on current work.
- N/A:** Not applicable to position, or insufficient opportunity to observe.

Personable	Rating
Maintains a cheerful, friendly, alert, presence while on the job.	
Works effectively with customers, co-workers, and staff.	
Strives to deliver outstanding service.	

Comments:

Respectful	Rating
Observes customer/client's needs and attempts to meet them quickly and efficiently.	
Interacts with all customers/clients fairly.	
Maintains stability and objectivity in periods of stress.	
Exhibits appropriate behavior in all work situations.	

Comments:

Knowledgeable	Rating
Able to answer customer inquiries and find answers to questions.	
Demonstrates problem solving skills – prioritizes, develops and implements solutions.	
Knowledgeable of departmental procedures.	

Comments:

Professionalism	Rating
Reliability in carrying out the job requirements.	
Reports on time for scheduled shifts and meetings.	
Willingness to work extra hours when needed.	
Maintains a good work pace when working with little or no supervision.	
Follows up promptly with customer contacts when needed.	

Comments:

Competency	Rating
Knowledgeable of job duties and expectations.	
Suggests innovative procedures, processes, etc.	
Accepts suggestions for improvement constructively.	
Flexible and adapts easily.	
Quality of work produced:	

Comments:

Safety/Work Environment	Rating
Behaves in a manner that will not endanger self or others.	
Promotes workplace with mutual respect and courtesy.	
Supports safety programs and trainings.	

Comments:

Supervisory Skills (if applicable)	Rating
Effectiveness in managing work of others.	
Effectiveness in communicating expectations.	
Effectiveness in providing training to student staff.	
Provides timely and constructive feedback to staff.	
Effectiveness in communicating to student staff and supervisors (written and verbal communication).	

Comments:

Exceptional Efforts/Accomplishments:

Goals for Improvement or Necessary Training (required if areas above are marked "Needs Improvement"):

Overall Evaluation: ___ Exceeds Expectations ___ Meets Expectations ___ Needs Improvement

Employee's Comments: ___ I agree with this evaluation
 ___ I do not agree with this evaluation and ask that it be reviewed.

Employee Signature _____ **Date** _____

Manager Signature _____ **Date** _____

Director Signature _____ **Date** _____