

FINANCIAL AID OFFICE

CWS PERFORMANCE APPRAISAL

20____ - 20____

Name: _____

SID#: _____

CWS Position: _____

Employment Date: _____

EXCEPTIONAL (5): Consistently exceeds all relevant performance standards. Provides leadership, fosters teamwork, is highly productive, innovative, responsive, and generates top quality work.
EXCEEDS EXPECTATIONS (4): consistently meets and often exceeds relevant performance standards. Shows initiative & versatility, works collaboratively, has strong technical & interpersonal skills or has improved significantly.
MEETS EXPECTATIONS (3): Meets all relevant performance standards. Seldom exceeds or falls short of desired results or objectives.
BELOW EXPECTATIONS (2): Sometimes meets the performance standards. Seldom exceeds and often falls short of desired results. Performance has declined significantly, or employee has not retained adequate improvement as job requires.
NEEDS IMPROVEMENT (1): Consistently falls short of performance standards.

INSTRUCTIONS: Describe the employee's contributions in each of the performance categories below, by rating 1-5 the CWS Student Employee performance using the following competencies. It is **IMPERATIVE** you provide support for selected ratings by either specific examples or comments.

PERSONAL ATTRIBUTES:

COMPETENCY	5	4	3	2	1
Quality and/or Quantity Work: Completes high quality and/or quantity of work according to specifications. Thoroughly follows standards and procedures. Applies feedback to improve performance. Detail-oriented.					
Knowledge of the Job/Work: Possesses sufficient skills and knowledge to perform the job competently.					
Communications: Organizes and expresses ideas and information clearly, using appropriate and efficient methods of conveying the information. Expresses alternative views in a non-threatening way.					
Customer Service/Interpersonal Skills: Is sensitive to the needs, feelings and capabilities of others. Approaches customers, and/or others in a non-judgmental and pleasant manner and treats them with respect.					
Initiative: Strives to learn and improve. Seeks out ways to better themselves and the department. Takes on responsibilities. Does not remain idle - is hard working. Self-motivated.					
Following Instruction: CWS is able to follow instruction whether written or oral to performance standards. Takes notes or asks questions as needed for clarity. Takes instruction professionally and dutifully.					
Ethics: Maintains high level of character and a professional attitude. Is able to conform and promote the department and college's standards of conduct.					
Attendance & Punctuality: Attends work regularly and arrives to work on time. Follows department guidelines for reporting employee absence and tardiness.					
Please check all applicable and required of the CWS Student Employee: <input type="checkbox"/> Phone Etiquette <input type="checkbox"/> Front Counter/Receptionist <input type="checkbox"/> Copying <input type="checkbox"/> Faxing <input type="checkbox"/> Computer Skills <input type="checkbox"/> Microsoft Word <input type="checkbox"/> Excel <input type="checkbox"/> PowerPoint <input type="checkbox"/> Data Entry <input type="checkbox"/> Assisting w/Activities or Events <input type="checkbox"/> Multi-Tasking <input type="checkbox"/> Valid Driver's License <input type="checkbox"/> Ability to Lift 20-25 lbs. <input type="checkbox"/> Other: _____					
OVERALL SCORE	_____ / 40.0				

Supervisor Comments: _____

CWS employee comments: _____

I, _____ agree with this evaluation. **OR** I, _____ do not agree with this evaluation.

Supervisor Signature: _____ **CWS Employee Signature:** _____

OFFICIAL USE ONLY			
CWS Supervisor: _____	Date: _____		
Department: _____	Pay Rate: _____		
Start Date: _____	End Date: _____		
Would you Rehire CWS Student?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Why? _____