UNIVERSITY CORPORATION AT MONTEREY BAY

STUDENT or TEMPORARY EMPLOYEE

PERFORMANCE EVALUATION

Name of Student Assistant or Temporary Employee

Department or Work Location | Dates of Evaluation Period From To

Employee's Job Title | Classification Level | Current Wage Rate

Brief Description of Duties

INSTRUCTIONS: Please evaluate the criteria below by circling the appropriate number to correspond with the following rating system:
5. Outstanding* 4. Above Average* 3. Meets Expectations 2. Improvement Needed* 1. Unacceptable*

* Ratings other than *Meets Expectations* require a brief explanation

WORK HABITS (Organization of work; care of equipment; safety; punctuality; attendance) 1 2 3 4 5

ATTITUDE (Enthusiasm for work; conforms to job requirements; accepts suggestions for work improvement) 1 2 3 4 5

QUALITY OF WORK (Accuracy; precision; completeness; neatness) 1 2 3 4 5

RELATIONSHIPS WITH PEOPLE (getting along with others; dealing with the public) 1 2 3 4 5

INITIATIVE (Self-reliance; resourcefulness; willingness to accept and carry out responsibilities) 1 2 3 4 5

DEPENDABILITY (Can be relied upon to do the job; meets deadlines without close supervision) 1 2 3 4 5

ADDITIONAL COMMENTS (use other side if necessary)

RECOMMENDATION FOR Merit Wage Increase? If yes, check box ☐ ENTER NEW SALARY $_____

Supervisor's Signature _____ Date_____

This report has been explained to me and I understand the contents. I also understand that my signature does not necessarily indicate my agreement with the above report. By checking here __☐__, I authorize release of this information to future employers for reference purposes.

Employee's Signature _____ Date_____

Revised March 2012