



## **PERFORMANCE EVALUATION**

Please evaluate the student in each of the following areas. Check the blank to the left of the rating description that best summarizes the student's performance. Space has been provided on the last page for additional comments.

1. **WORK PRODUCT** – student is able to produce quality products or services (e.g. memoranda, reports, letters, research materials, interventions, etc.

\_\_\_\_\_ **SUPERIOR**  
\_\_\_\_\_ **VERY GOOD**  
\_\_\_\_\_ **GOOD**  
\_\_\_\_\_ **MARGINAL**  
\_\_\_\_\_ **UNACCEPTABLE** (please explain under “Comments”)

2. **EFFICIENT MANAGEMENT OF WORKLOAD** – Student is able to manage his/her workload in a timely manner

\_\_\_\_\_ **SUPERIOR**  
\_\_\_\_\_ **VERY GOOD**  
\_\_\_\_\_ **GOOD**  
\_\_\_\_\_ **MARGINAL**  
\_\_\_\_\_ **UNACCEPTABLE** (please explain under “Comments”)

3. **ABILITY TO WORK WELL UNDER PRESSURE** – Student is able to meet deadlines and to multi-task when required

\_\_\_\_\_ **SUPERIOR**  
\_\_\_\_\_ **VERY GOOD**  
\_\_\_\_\_ **GOOD**  
\_\_\_\_\_ **MARGINAL**  
\_\_\_\_\_ **UNACCEPTABLE** (please explain under “Comments”)

4. **ANALYTICAL SKILLS** – Student is able to properly assess issues and solutions to various tasks and activities

\_\_\_\_\_ **SUPERIOR**  
\_\_\_\_\_ **VERY GOOD**  
\_\_\_\_\_ **GOOD**  
\_\_\_\_\_ **MARGINAL**  
\_\_\_\_\_ **UNACCEPTABLE** (please explain under “Comments”)

5. **ABILITY TO WORK INDEPENDENTLY** – Student is able to work autonomously or with nominal supervision on assigned tasks

- \_\_\_\_\_ **SUPERIOR**
- \_\_\_\_\_ **VERY GOOD**
- \_\_\_\_\_ **GOOD**
- \_\_\_\_\_ **MARGINAL**
- \_\_\_\_\_ **UNACCEPTABLE** (please explain under “Comments”)

6. **QUALITY OF WRITTEN WORK** – Student is able to produce written work free of grammatical and structural errors

- \_\_\_\_\_ **SUPERIOR**
- \_\_\_\_\_ **VERY GOOD**
- \_\_\_\_\_ **GOOD**
- \_\_\_\_\_ **MARGINAL**
- \_\_\_\_\_ **UNACCEPTABLE** (please explain under “Comments”)

7. **PROFESSIONALISM** – Student is able to maintain his/her composure in interpersonal interactions and/or when under stress

- \_\_\_\_\_ **SUPERIOR**
- \_\_\_\_\_ **VERY GOOD**
- \_\_\_\_\_ **GOOD**
- \_\_\_\_\_ **MARGINAL**
- \_\_\_\_\_ **UNACCEPTABLE** (please explain under “Comments”)

**GENERAL APPEARANCE AND PERFORMANCE**

	<b>Superior</b>	<b>Very Good</b>	<b>Good</b>	<b>Marginal</b>	<b>Unacceptable</b>
<b>Personal Appearance</b>					
<b>Attendance</b>					
<b>Punctuality</b>					
<b>Reliability</b>					

