

CSU, BAKERSFIELD
Student Performance Evaluation



Name of Student: _____

Employee I.D. NO.: _____

Dept. or Work Location: _____

Student's Job Title: _____

Class: Step: _____

Dates of Rating Period - From: _____
To: _____

Brief Description of Job Duties:

Instructions: Please evaluate for each criterion listed below. Check the appropriate box next to the number to correspond with the following rating system:

- 1) unacceptable* 2) improvement needed*
- 3) satisfactory 4) above average
- 5) outstanding

*any rating of 1 or 2 must be explain in additional comments below

Purpose of this report is:

- Reclass ****
- Merit Salary Increase (MSA)**
- Early MSA ****
- Progress Report**

**PR Form 117 must be attached

Criterion 1: Work Habits (organization of work, care of equipment, punctuality, industry, attendance)	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Criterion 2: Attitude (enthusiasm for the work, willingness to conform to job requirements and to accept suggestions for work improvement)	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Criterion 3: Quality of Work (accuracy, precision, completeness, neatness)	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Criterion 4: Quantity of Work (amount of acceptable work turned out)	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Criterion 5: Relationships with People (getting along with others, effectiveness in dealing with the public)	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Criterion 6: Initiative (self-reliance, resourcefulness, willingness to accept and carry out responsibilities)	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Criterion 7: Dependability (degree to which employee can be relied upon to do the job and to meet deadlines without close supervision)	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Criterion 8: Personal Fitness (integrity, sobriety, personal habits)	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5

Additional Comments:

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/concurrence with the above report.

Student's Signature

Date