CSU, BAKERSFIELD
Student Performance Evaluation

Name of Student: ____________________________

Dept. or Work Location: ________________________

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

Criterion 1: Work Habits (organization of work, care of equipment, punctuality, industry, attendance)

Criterion 2: Attitude (enthusiasm for the work, willingness to conform to job requirements and to accept suggestions for work improvement)

Criterion 3: Quality of Work (accuracy, precision, completeness, neatness)

Criterion 4: Quantity of Work (amount of acceptable work turned out)

Criterion 5: Relationships with People (getting along with others, effectiveness in dealing with the public)

Criterion 6: Initiative (self-reliance, resourcefulness, willingness to accept and carry out responsibilities)

Criterion 7: Dependability (degree to which employee can be relied upon to do the job and to meet deadlines without close supervision)

Criterion 8: Personal Fitness (integrity, sobriety, personal habits)

Purpose of this report is:

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

**PR Form 117 must be attached

Additional Comments:

________________________________________________________________________

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________________________________________________________________________

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 ____________