



STUDENT ASSISTANT PERFORMANCE APPRAISAL

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

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EVALUATION DATE: DATE OF LAST APPRAISAL:

EMPLOYEE NAME: TITLE:

DEPARTMENT: EVALUATOR:

REVIEW: [] End Probation Period [] Extended Probation Period [] 6 Month Evaluation

INSTRUCTIONS: Carefully evaluate employee's work performance in relation to current job requirements. Check ratings box to indicate the employee's performance. Check each characteristic as follows:

1 - Needs Improvement; 2 - Meets Standards; 3 - Exceed Standards

		1	2	3
1	PERFORMANCE: Work quality, accuracy, detail; Work quantity, productivity; Reliability, completes tasks on time; Autonomy, works independently.			
2	COMMUNICATION/INTERPERSONAL SKILLS: Written/Verbal communication skills; Understands instructions easily; Responsiveness to supervisor; Working relationship with others.			
3	AVAILABILITY: Overall attendance/punctuality record; Tardiness/Absenteeism; Observance of prescribed breaks; Time card adjustments.			
4	POLICY ADHERENCE: Follows rules regarding safety and conduct; Other regulations and policies; Personal appearance.			
5	JOB KNOWLEDGE: How well the employee understands the technical methods and procedures required to perform their job.			
6	CUSTOMER SERVICE & HELPING/ADVISING: Student-centred focus, approachability, courtesy, respect, welcoming, empathy, awareness of resources, conflict and time management, prioritization.			
7	PROFESSIONALISM: punctuality, reliability, dependability, time management, follows instructions, appropriate grooming & attire.			
8	TEAMWORK & COOPERATION: Collaborative, respectful, conscientious, adaptable, flexible, respectful, conscientious of others, able to compromise.			
9	INITIATIVE: Leadership, taking initiative, identifying gaps in service, makes referrals when appropriate, makes a conscious effort to improve their job-related knowledge, skills and/or capabilities.			
10	PROJECT MANAGEMENT: Prioritization, event design, organization, student-centred focus, awareness of on-campus services & support, collaboration, strategic thinking, time management, follows instructions.			
11	PROBLEM SOLVING & CRITICAL THINKING: Provides creative solutions to problems, suggests appropriate ideas, assesses the interaction of all elements of a decision and understands the impact they have on others, resourceful, appropriate reasoning for ideas/integrated thinking			
12	DIVERSITY & INCLUSION: Intercultural communication, inclusive language, considerate and supportive to all demographics, objectivity,			

	negotiation and facilitation, aware of bias, open-minded.			
13	JOB KNOWLEDGE/SKILLS: Possesses and applies knowledge required on job; Judgment and decision making skills; Initiative; Creativity.			

Comments:

Discussed with individual on: / / Follow-up requested/desired: []Yes []No
Follow-up date: / /

This evaluation 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 evaluation.

Employee's Signature: _____ **Date:** / /

Evaluator's Signature: _____ **Date:** / /

A.S.I. Executive Director's Signature: _____ **Date:** / /

U-SU Director's Signature: _____ **Date:** / /

STUDENT ASSISTANT PERFORMANCE APPRAISAL

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

EVALUATION DATE: 0-Jan-00 DATE OF LAST APPRAISAL: #####

EMPLOYEE NAME: 0 TITLE: 0

DEPARTMENT: **Associated Students, Inc.** EVALUATOR: 0

Comments:

Employee's Signature: _____	Date: / /
Evaluator's Signature: _____	Date: / /
A.S.I. Executive Director's Signature: _____	Date: / /