

Student Name:

UNM ID:

Job Title:

Org. Code:

Start Date in Position:

Review Period:

Department:

Review Date:

Reviewing Supervisor:

Supervisor UNM ID:

Indicate type of review:  Annual (to be complete by supervisor)



The University of New Mexico

# STUDENT EMPLOYEE PERFORMANCE REVIEW

**DEFINITION OF RATINGS:** *The following definitions should serve as guidelines for assigning evaluation ratings for each item in Sections 1 and 2 as well as the Overall Rating.*

**Not Applicable (N/A):** The performance factor is not relevant to the student’s job duties.

**Outstanding (O):** Student employee performed job requirements with exceptional skill and knowledge. Student employee clearly and consistently exceeded expectations in most areas of the job.

**Exceeds Expectations (E):** Student employee demonstrated job requirements above expectations. Student’s performance exceeded expectations in many areas of the job.

**Meets Expectations (M):** Student employee’s performance consistently met expectations. Student’s work was fully effective, reliable, and of good quality.

**Improvement Needed (I):** Student employee did not consistently perform, and some improvement is needed.

**Unsatisfactory (U):** Student employee’s performance was consistently below the requirements of this position. Immediate corrective action is necessary.

## 1. Performance Factors

<b>Quality of Work:</b>	Ability to do satisfactory work and follow specific instructions	N/A <input type="checkbox"/>	O <input type="checkbox"/>	E <input type="checkbox"/>	M <input type="checkbox"/>	I <input type="checkbox"/>	U <input type="checkbox"/>
<b>Job Knowledge:</b>	Knowledge and familiarity with job	N/A <input type="checkbox"/>	O <input type="checkbox"/>	E <input type="checkbox"/>	M <input type="checkbox"/>	I <input type="checkbox"/>	U <input type="checkbox"/>
<b>Integrity:</b>	Accepts responsibility and is accountable for own actions	N/A <input type="checkbox"/>	O <input type="checkbox"/>	E <input type="checkbox"/>	M <input type="checkbox"/>	I <input type="checkbox"/>	U <input type="checkbox"/>
<b>Dependability:</b>	Punctual, arrives to work on time, and notifies supervisor of absence/tardiness in advance;	N/A <input type="checkbox"/>	O <input type="checkbox"/>	E <input type="checkbox"/>	M <input type="checkbox"/>	I <input type="checkbox"/>	U <input type="checkbox"/>
<b>Quantity of Work:</b>	Work is done in a specified time following specific standards	N/A <input type="checkbox"/>	O <input type="checkbox"/>	E <input type="checkbox"/>	M <input type="checkbox"/>	I <input type="checkbox"/>	U <input type="checkbox"/>
<b>Professionalism:</b>	Maintains composure, demonstrates restraint and self-control in difficult situations	N/A <input type="checkbox"/>	O <input type="checkbox"/>	E <input type="checkbox"/>	M <input type="checkbox"/>	I <input type="checkbox"/>	U <input type="checkbox"/>
<b>Initiative:</b>	Expresses a desire to learn new things; demonstrating interest in assuming added responsibilities	N/A <input type="checkbox"/>	O <input type="checkbox"/>	E <input type="checkbox"/>	M <input type="checkbox"/>	I <input type="checkbox"/>	U <input type="checkbox"/>
<b>Work Relations:</b>	Treats all persons with respect and civility and recognizes and respects differences such as: culture, ethnicity, gender, sexual orientation, nationality, religion, age, disability, language and/or academic discipline."	N/A <input type="checkbox"/>	O <input type="checkbox"/>	E <input type="checkbox"/>	M <input type="checkbox"/>	I <input type="checkbox"/>	U <input type="checkbox"/>

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## 2. Overall Rating

Use the information from Sections 1 to develop an Overall Rating. Select an Overall Evaluation Rating on the chart below and provide a narrative description that supports this rating. **Definitions of ratings are found on page 1.**

(Provide as much information as needed-do not be concerned with length)

Overall Evaluation Rating	(O) Outstanding <input type="checkbox"/>	(E) Exceeds Expectations <input type="checkbox"/>	(M) Meets Expectations <input type="checkbox"/>	(I) Improvement Needed <input type="checkbox"/>	(U) Unsatisfactory <input type="checkbox"/>
Supervisor's Supporting Comments	This is the most appropriate evaluation rating because...				

## 3. Student Employee Comments (Optional)

Please write any comments you would like included with your performance review.

(Provide as much information as needed-do not be concerned with length)

I have had the opportunity to review this document and discuss its contents with my supervisor. My signature acknowledges that I have been informed of my performance ratings but does not necessarily indicate agreement.

Employee Signature \_\_\_\_\_ Date:

Supervisor/Manager Signature \_\_\_\_\_ Date:

Chair/Director/Dean: \_\_\_\_\_ Date: