

Appraisal Instructions

This form should be completed by the individual in the best position to evaluate the employee's training. The evaluation consists of two basic parts

(I) Performance Record

The completion of Part I is to be based wholly on the employee's performance as related to the standards of the job. In completing this section the rater should consider the student's performance as compared with other students of comparable academic level and with other personnel assigned the same or similarly classified jobs. The employee's potential should not play a part in the evaluation of performance.

(II) Professional Development

In Part II emphasis should be placed on the student's relative strengths and weaknesses as they affect overall professional development. The evaluation of present performance (Part I) only indicates how well the student is doing on their present job. By considering the student's strong points and limitations, guidance can be provided to enhance achieving maximum professional potential.

Appraisals should be made only on those sections where the supervisor feels reasonably informed to judge the individual accurately. Raters are encouraged to qualify their evaluations in areas where further information would be helpful, by utilizing the spaces provided for comments.

I. PERFORMANCE RECORD

The areas of performance listed in this section are generally applicable to most positions. The rater is encouraged to add specific items, cite examples, or write explanations where necessary to clarify meaning.

A. POSITION PERFORMANCE: Assign a numerical value from 1 to 5 in the PROFILE column of the following chart to reflect the relative strengths and weaknesses of the student in each performance category. Please leave a blank space for any category which does not correspond to the student's assignment and/or on which you do not have sufficient information to make an evaluation.

Numerical Value	Performance Description
1 (Outstanding)	- the best, or one of the best trainees you have ever supervised in this category
2 (Very Satisfactory)	- above average but not outstanding
3 (Satisfactory)	- average ability, commensurate with the demands of the position
4 (Barely Satisfactory)	- lacking in some important respects or generally below average
5 (Unsatisfactory)	- due to attitude, lack of ability or failure to use it, or any other cause

Category	Profile	Comments, Examples, Observations
1. Volume of Work Produced		
2. Quality of Work Produced		
3. Analytical Ability		
4. Sensitivity to problems and ability to resolve		
5. Accuracy and thoroughness		
6. Ability to work under pressure		
7. Effectiveness in oral communications		
8. Effectiveness in written communications		
9. Original and creative thinking		
10. Ability to Learn		

B. WORK HABITS: Check Column which best describes the student's individual work habits. Please evaluate each characteristic individually.

Category	Above Average		Average		Below Average		Comments, Examples, Observations
1. Effective in preparing and organizing work							
2. Takes the initiative, a self-starter							
3. Has the ability to adjust to non-routine assignments							
4. Keeps constructively busy and mentally alert							
5. Has healthy attitude towards organization, company objectives and policies							
6. Is cooperative in working relationships with others							
7. Exhibits diligence and perseverance							
8. Performs tasks with industry and drive							
9. Demonstrates a willingness to accept responsibility							

C. PROBLEM CHECK-LIST: Listed below are various categories of problem behavior which from an overall perspective, may at times be characteristic of even the most outstanding professional. In consideration of the student's total performance, indicate those characteristics, that may have had an adverse effect on overall effort. This information is helpful to the faculty advisor in efforts to assist students with their professional development. CHECK ONLY THOSE CATEGORIES THAT ARE APPLICABLE.

Category	Occasional Problem	Serious Problem
Limited Technical Ability		
Poor Attitude		
Lack of Experience		
Personality Conflicts		
Personal Problems		
Negative Reaction to Criticism		
Inability to transfer academic training to job requirements		
Negative reaction to supervision		

Category	Occasional Problem	Serious Problem
Lack of Initiative		
Poor Health		
Immature		
Lack of interest in company or organization		
Lack of interest in job		
Inappropriate grooming		
Career goals not clearly defined		

Comments (Explanations or Examples): _____

"IMPORTANT FOR ALL EMPLOYERS TO COMPLETE THE SECTION BELOW"

Attendance: Regular _____ Irregular _____ **Punctuality:** Regular _____ Irregular _____

Overall Performance: Outstanding _____ Very Satisfactory _____ Satisfactory _____
Barely Satisfactory _____ Unsatisfactory _____

II. PROFESSIONAL DEVELOPMENT

A. PERSONAL CHARACTERISTICS that may help or hinder the student's professional development. Consider such categories as: business maturity, authority acceptance, self-reliance, physical vigor, dependability, desire for self-improvement, adaptability, leadership abilities, enthusiasm, honesty, acceptance of construction criticism, and willingness to adjust self-interest to group interests. (Other applicable characteristics may be added by the rater.)

Strengths	Needs Improvement
1. _____ _____	1. _____ _____
2. _____ _____	2. _____ _____
3. _____ _____	3. _____ _____

B. GROWTH & DEVELOPMENT

1. Does this student appear to be making satisfactory progress for his/her stage of development?
Yes _____ No _____ (If "NO", please explain):

2. What suggestions do you have for this student which might increase his/her value to the organization and further his/her professional development?

3. Are there any specific courses or special training that should be taken by this student that would be especially helpful in his or her effort to achieve career goals?

Evaluators/Signatures

Rated by (Preferably Immediate Supervisor): _____

Title _____ Department _____ Date _____

Reviewed by Program Administrator or Unit Manager: _____

Rate of Pay at Beginning of Period \$ _____ Latest change in rate of pay was from \$ _____ to \$ _____

Effective Date _____

