



JAMVAT WORK/STUDY PROGRAMME
STUDENT-EMPLOYEE PERFORMANCE REVIEW



Student: _____ Student I.D#: _____
(Last name) (First name)

Primary/Alternate Supervisor: _____ Telephone # _____

Placement site: _____

Rate the student in the following categories, making specific comments in each area if warranted.

- 1 - Poor (needs improvement)
- 2 - Average (meets job expectations)
- 3 - Good (always meets, occasionally exceeds, job expectations)
- 4 - Excellent (regularly exceeds expectations)

RATING

_____ **JOB KNOWLEDGE:** Understands duties, responsibilities, has ability to use materials as needed, and has the level of proficiency required to accomplish work.

_____ **QUALITY OF WORK:** Demonstrate accuracy, thoroughness, and reliability in getting the job done.

_____ **DEPENDABILITY:** Extent to which student can be counted on to carry out instructions and fulfill job responsibilities accurately and efficiently. Consider also the student's attendance and punctuality.

_____ **WORK ATTITUDE AND COOPERATION:** Extent to which student demonstrates a positive attitude, and promotes cooperation with supervisor and office staff.

_____ **INITIATIVE:** Ability to be self-directed, efficient, creative, and resourceful. Assumes extra work on own initiative, adapts quickly to new responsibilities.

OVERALL EVALUATION: Consider the student's total job performance and overall contribution during the evaluation period.

Check One

- _____ Needs Improvement
- _____ Meets job expectation
- _____ Always meet, occasionally exceeds job expectations
- _____ Regularly exceeds job expectations

Comments:

Student Comments: Do you agree with this appraisal of your performance? What changes in your work situation, or additional training, would help to increase your interest and performance on the job?

This evaluation was reviewed with me by my supervisor. My signature does not necessarily indicate my concurrence.

SIGNATURE:

Student: _____

Date: _____/_____/_____
Month/Day/Year

Primary/Alternate Supervisor: _____

Date: _____/_____/_____
Month/Day/Year

A copy of this appraisal must be provided to the student. The supervisor should keep a copy of this appraisal on file for future reference.