

## **Performance Evaluation for Student Assistants**

The Performance Evaluation for Student Assistants On-Line Form that follows can be completed on your computer. It is a “read-only” form that will only allow the reviewer and employee to fill in the appropriate fields. You will be able to maneuver from field to field by using the tab, return or arrow keys. Fields are in text, or check box form.

The “read-only” feature of this on-line form prevents users from making changes that would alter the form and make it unusable for the next person. Your computer will not allow you to save this file under its existing name. If you want to save a copy of the form on your computer, you need to save it under a different name and a different drive. To do this:

1. Select “file” from the menu
2. Select “Save as” and give the file a different name
3. Select location (your personal drive, “m” drive, or on disk, “b” drive, would good places to save).

If you do not want to save your completed performance appraisal on your computer, you may simply fill in the request and print it off on whatever printer you normally use.

Since the review process requires signatures, the on-line forms must still be printed. Only print pages 2 and 3.

If you want help in using the on-line form, please contact Brandyn Gibson (x2964 or email [bgibson@ucsb.edu](mailto:bgibson@ucsb.edu))

**UCSB Library  
Performance Evaluation for Student Assistants**

Initial Evaluation	Separation Evaluation	Annual Evaluation	Other
--------------------	-----------------------	-------------------	-------

**Name:** \_\_\_\_\_ **Period Covered:** \_\_\_\_\_  
**Department:** \_\_\_\_\_ **Date of Rating:** \_\_\_\_\_

**Eligible for Rehire:** Yes      No

***Do not rate any item if you do not have adequate basis for making a judgment.***

Definitions of ratings may be found on back page	E	EE	ME	IN	CBE	BASIS FOR RATING (Required):
<b>Schedule:</b> <i>punctuality, dependability, coverage as needed, accountability</i>						
<b>Assigned work:</b> <i>willingness, dependability, completeness, sense of responsibility</i>						
<b>Initiative:</b> <i>seeking work, asking questions, big picture.</i>						
<b>Quality:</b> <i>accuracy, neatness, order, consideration, alertness, attentiveness</i>						
<b>Cooperation &amp; Respect:</b> <i>teamwork, relations with staff/peers, communication</i>						
<b>Attitude:</b> <i>helpfulness, professionalism, relations with patrons, prioritizing service, approachability</i>						
<b>Work/Life Balance:</b> <i>separation of personal interests from job, no inappropriate use of phone/texting/chatting, professionalism/representative of library</i>						
<b>Overall Evaluation:</b> <i>based on individual ratings above</i>						

**Summary Statements (accomplishments, areas for growth, etc.):**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Supervisor Name

\_\_\_\_\_  
 Supervisor Signature

Date

---

May the information on this evaluation be released to prospective employers: YES NO

Employee Comments:

---

Employee Name

Employee Signature

Date

---

Department or Unit Head's Comments:

---

Head Name

Head Signature

Date

---

**Definitions** (See matrix for complete details and examples of expectations)

In order to standardize the application of the rating levels, supervisors and other reviewers should use the following definitions. Specific behaviors observed during the evaluation period that inform selecting the rating **must** be included on the form for each evaluation area..

**E** *Exceptional*

Student staff member **demonstrates** an in-depth understanding of the importance of the job aspect and **consistently** exhibits **exceptional** performance well beyond what is required.

**EE** *Exceeds Expectations*

Student staff member **seeks** a more in-depth understanding of the importance of the job aspect and exhibits a **higher level** of performance than what is required.

**ME** *Meets Expectations*

Student staff member **understands** the importance of the job aspect and is performing related tasks **well**.

**IN** *Improvement Needed*

Student staff member does not **consistently** meet our high expectations in one or more area. A performance improvement plan should be included with this rating.

**CBE** *Consistently Below Expectations*

Student staff member consistently demonstrates **lack** of understanding or a **disregard** for the importance of the job aspect and needs to improve performance of the related tasks to meet the requirements.

The Overall Evaluation indicates the proportion and weight of ratings for the individual job aspects above. An Overall Evaluation of CBE is grounds for **dismissal**. In some circumstances, the supervisor may delay this decision for up to three months.