Tarleton State University

Non-Budgeted Hourly/Student Performance Evaluation

Employee Name _____ UIN _____

Department _____ Position Title _____

Please use the following scale in rating performance.

5 = Exceeds All Expectations *(Consistently achieves results superior to expectations.)*
4 = Exceeds Expectations *(Occasionally exceeds job requirements.)*
3 = Meets Expectations *(Normally achieves job expectations.)*
2 = Below Expectations/Needs Improvement *(Work is below average and requires improvement.)*
1 = Unsatisfactory/Far Below Expectations *(Work is unacceptable and dismissal is recommended.)*

Rating Factors	Comments	Rating
ATTITUDE		5 _____ 4 _____ 3 _____ 2 _____ 1 _____
ATTENDANCE		5 _____ 4 _____ 3 _____ 2 _____ 1 _____
QUALITY OF WORK		5 _____ 4 _____ 3 _____ 2 _____ 1 _____
QUANTITY OF WORK		5 _____ 4 _____ 3 _____ 2 _____ 1 _____
KNOWLEDGE OF JOB		5 _____ 4 _____ 3 _____ 2 _____ 1 _____

_____
Employee Signature Date

_____
Supervisor Signature Date

_____
Department Head Signature Date

Return the original to the Department of Human Resources

Clear Form