

Department Head Signature

Tarleton State University Non-Budgeted Hourly/Student Performance Evaluation

Employee Name	UIN	
Department	Position Title	
Please use the following sca	le in rating performance.	
4 = Exceeds Expectations 3 = Meets Expectations (2) 2 = Below Expectations/N	ions (Consistently achieves results superior to s (Occasionally exceeds job requirements.) Normally achieves job expectations.) Needs Improvement (Work is below avera elow Expectations (Work is unacceptable	ge and requires improvement.)
Rating Factors	Comments	Rating
ATTITUDE		5
ATTENDANCE		$\begin{bmatrix} 5 & & \square \\ 4 & & \square \\ 3 & & \square \\ 2 & & \square \\ 1 & & \square \end{bmatrix}$
QUALITY OF WORK		5
QUANTITY OF WORK		5
KNOWLEDGE OF JOB		5
Employee Signature	Date Supervisor Si	ignature Date

Date

to Employee Services in person. Return the original to the

Department of Employee Services Box T-0510