



Name: _____ Course & Year: _____
 Office Assignment: _____

Note: Please reproduce this page in 2 copies
 (1 copy for Supervisor, 1 for office staff and
 1 other student assistant)

Instruction: This form is used to evaluate the performance of a Student Assistant (SA) assigned in the _____. Your feedback on his/her service delivery will help objectively evaluate (Office) his/her over-all performance. Please be fair and objective in rating. Use the rating scale below by checking the box that most objectivity represents his/her level of performance:

HIGH	5	Outstanding
	4	Very Satisfactory
	3	Satisfactory
	2	Unsatisfactory
LOW	1	Poor

Part I. Performance

1. Job Knowledge

Does he/she demonstrate know-how in his/her assigned tasks and perform his/her duties and responsibilities effectively?

1 2 3 4 5

Remarks: _____

2. Productivity

Does he/she consistently produce accurate work and the designed volume of work based on the office's priorities as tasked?

1 2 3 4 5

Remarks: _____

3. Self-Management

Does he/she set priorities, regularly completing work on schedule and utilizing resources available to maximize efficiency?

1 2 3 4 5

Remarks: _____

Part II. Critical Factors

1. Courtesy

Is he/she polite/cordial and attentive? Does he/she smile and is he/she friendly to every one?

1 2 3 4 5

Remarks: _____

2. Readiness for Service

Is he/she always in his/her station, punctual, not engaging unofficial matters like chatting, telephoning, etc. during work time?

1 2 3 4 5

Remarks: _____

3. Cleanliness and Orderliness of Work Area

Is his/her work area clean, organized and orderly?

1 2 3 4 5

Remarks: _____

4. Grooming and Appearance

Does he/she possess a presentable appearance and wear ID?

1 2 3 4 5

Remarks: _____

GENERAL COMMENTS AND RECOMMENDATIONS:

 Name and Signature of Rater

 Contact Address/Office & Tel. No

 Date

Note: Adapted from the Performance Evaluation for Job Order

STUDENT ASSISTANT PERFORMANCE EVALUATION SUMMARY

Name: _____ Course & Year: _____ Office Assignment: _____ Work Supervisor: _____
 (Last Name) (First Name) (M.I.)

Part I. Performance

ACTUAL RATING OBTAINED	Ratings (Rating Scale - 5, 4, 3, 2, 1)			
	INDICATOR	SUPERVISOR/HEAD RATER NO. 1	OFFICE STAFF RATER NO. 2	OTHER STUDENT ASSISTANT RATER NO. 3
	NO. 1			
	NO. 2			
NO. 3				

Formula 1: Weighted Average = (Total of Ratings/No. of Ratings = Average Rating) x 0.7 WA (1) _____ / _____ *0.7 = _____

Part II. Critical Factors

ACTUAL RATING OBTAINED	Ratings (Rating Scale - 5, 4, 3, 2, 1)			
	INDICATOR	SUPERVISOR/HEAD RATER NO. 1	OFFICE STAFF RATER NO. 2	OTHER STUDENT ASSISTANT RATER NO. 3
	NO. 1			
	NO. 2			
NO. 3				

Formula 1: Weighted Average = (Total of Ratings/No. of Ratings = Average Rating) x 0.3 WA (2) _____ / _____ *0.3 = _____

Final Numerical Performance Ra	=	WA (1) + WA (2)
	=	_____ + _____ = _____
Equivalent Adjectival Rating	=	_____

In determining the Equivalent Adjectival Rating of the SA, the range of over-all point scores (FNPR) is converted as follows:

1	4.21 - 5.00 -----	Outstanding (O)
	3.41 - 4.20 -----	Very Satisfactory (VS)
	2.61-3.40 -----	Satisfactory (S)
	1.81-2.60 -----	Unsatisfactory (US)
	1.00-1.80 -----	Poor (P)

Note: Adapted from the Performance Evaluation for Job Order

