



California State University, Long Beach
DEPARTMENTAL STUDENT PERFORMANCE REPORT

Section A – Student Assistant Information

Department ID and Work Location		PeopleSoft Employee ID#	Name of Student (Last, First, MI)	
From: _____ To: _____	Period of Evaluation	Job Title	Range	Rate
Effective Pay Period	New Job Title	New Range	New Rate	

Brief Description of Duties:

Section B – Performance Evaluation

Student employees may be considered for a merit salary increase of no more than 5% maximum after an Academic Year or 500 hours of satisfactory service, whichever occurs first. Cumulative service may be considered in more than one position if the student is working within the same department and doing the same work. Requests for hourly rate increases that fall under Classification Level IV must be approved by the Administrative Services Manager.

- 500 hours of satisfactory service Academic Year

Evaluate each of the criterions and mark the appropriate box for the number corresponding to the following rating scale. Ratings of 1 or 2 must include an explanation in Section C.

1 - Unacceptable	2 – Improvement Needed	3 – Satisfactory	4 – Above Average	5 – Outstanding	
WORK HABITS: Organization of work, care of equipment, safety, punctuality, attendance.	1 - <input type="checkbox"/>	2 - <input type="checkbox"/>	3 - <input type="checkbox"/>	4 - <input type="checkbox"/>	5 - <input type="checkbox"/>
ATTITUDE: Enthusiasm for work, willingness to conform to job requirements and to accept suggestions for work improvement.	1 - <input type="checkbox"/>	2 - <input type="checkbox"/>	3 - <input type="checkbox"/>	4 - <input type="checkbox"/>	5 - <input type="checkbox"/>
QUALITY OF WORK: Accuracy, precision, completeness, neatness.	1 - <input type="checkbox"/>	2 - <input type="checkbox"/>	3 - <input type="checkbox"/>	4 - <input type="checkbox"/>	5 - <input type="checkbox"/>
QUANTITY OF WORK: Amount of acceptable work produced.	1 - <input type="checkbox"/>	2 - <input type="checkbox"/>	3 - <input type="checkbox"/>	4 - <input type="checkbox"/>	5 - <input type="checkbox"/>
PUBLIC RELATION SKILLS: Ability to work effectively with students, coworkers and public.	1 - <input type="checkbox"/>	2 - <input type="checkbox"/>	3 - <input type="checkbox"/>	4 - <input type="checkbox"/>	5 - <input type="checkbox"/>
INITIATIVE: Self-reliance, resourcefulness, willingness to accept and carry out responsibilities.	1 - <input type="checkbox"/>	2 - <input type="checkbox"/>	3 - <input type="checkbox"/>	4 - <input type="checkbox"/>	5 - <input type="checkbox"/>
DEPENDABILITY: Degree to which employees can be relied upon to do the job and to meet deadlines without close supervision.	1 - <input type="checkbox"/>	2 - <input type="checkbox"/>	3 - <input type="checkbox"/>	4 - <input type="checkbox"/>	5 - <input type="checkbox"/>

Section C – Additional Comments (use other side if necessary)

Reviewing Supervisor's Signature (required) _____ Date _____

Appropriate Administrator Signature (required) _____ Date _____

Section D – Student's Signature (required)

This report has been explained to me and I understand the contents. I also understand that my signature does not necessarily indicate my agreement/concurrence with the above report.

By checking this box, I authorize the release of this information to future employers for reference purposes.

Student's Signature _____ Date _____