

San José State University Research Foundation

Student Assistant Performance Appraisal Form

Employee Name:		Job Title:	
Performance Review Period	From:	To:	
Written By:		Title:	

Performance Standards:	Exceptional	Exceeds Expectations	Valued Contributor	Improvement Needed
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1. Job Knowledge
2. Quality of Work
3. Timeliness of Work/Output
4. Teamwork
5. Interpersonal Relationships
6. Adaptability
7. Attendance/Dependability
8. Communication Skills
9. Customer Service Skills
10. Observance of Safety

Comments:

Employee Signature:

Date:

Supervisor Signature:

Date:

Human Resources:

Date:

Providing students performance appraisal is optional