

The Alico University College

ASSESSMENT OF THE STUDENT ON THE STUDY-WORK PROGRAMME

PLEASE PRINT ALL INFORMATION



STUDENT ID NO. _____ POSITION _____

NAME OF STUDENT (Please Print) _____ FACULTY _____ DEPARTMENT _____

ASSIGNMENT:

FACULTY / DEPARTMENT / OFFICE _____ JOB TITLE _____ SEMESTER _____ NO. OF HRS./WK _____

REVIEW:

NAME OF SUPERVISOR/REVIEWER (Please print) _____ REVIEW PERIOD _____ DATE OF REVIEW: _____

1 WORK PERFORMANCE	Needs Improvement	Meets Expectations	Exceeds Expectations	OBSERVATIONS & REMARKS
a) Demonstrates knowledge of job being performed				
b) Performs work assignments accurately and according to professional standards				
2 ORGANIZATION				
a) Accepts responsibility and works efficiently on own initiative				
b) Exercises a strong sense of priority, time management and follow through				
c) Keeps supervisors and other involved parties informed of progress and meets established deadlines and expectations.				
3 PROFESSIONALISM				
a) Projects a professional image in terms of deportment and conduct				
b) Is committed to improving the department / institution by contributing ideas, problem-solving, assisting and motivating others and adapting to new ideas and procedures.				
4 WORKING RELATIONSHIP				
a) Maintains a courteous relationship with fellow students and university staff.				
b) Demonstrates ability and willingness to communicate and interact well with others.				
5 SUPERVISOR'S RECOMMENDATION				
This student should continue on the study-work programme subject to the student's maintaining the requisite GPA and the availability of space within the programme.				
<input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended				

My supervisor has discussed this performance with me, and I have had an opportunity to respond.

Note: the student's signature does not indicate agreement, but attests that the employee (student) has had an opportunity to read and discuss this review.

Student's Signature

Supervisor's Signature