



**JAMVAT WORK/STUDY PROGRAMME**  
**STUDENT-EMPLOYEE PERFORMANCE REVIEW**



Student: \_\_\_\_\_ Student I.D#: \_\_\_\_\_  
(Last name) (First name)

Primary/Alternate Supervisor: \_\_\_\_\_ Telephone # \_\_\_\_\_

Placement site: \_\_\_\_\_

Rate the student in the following categories, making specific comments in each area if warranted.

- 1 - Poor (needs improvement)
- 2 - Average (meets job expectations)
- 3 - Good (always meets, occasionally exceeds, job expectations)
- 4 - Excellent (regularly exceeds expectations)

**RATING**

\_\_\_\_\_ **JOB KNOWLEDGE:** Understands duties, responsibilities, has ability to use materials as needed, and has the level of proficiency required to accomplish work.  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_ **QUALITY OF WORK:** Demonstrate accuracy, thoroughness, and reliability in getting the job done.  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_ **DEPENDABILITY:** Extent to which student can be counted on to carry out instructions and fulfill job responsibilities accurately and efficiently. Consider also the student's attendance and punctuality.  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_ **WORK ATTITUDE AND COOPERATION:** Extent to which student demonstrates a positive attitude, and promotes cooperation with supervisor and office staff.  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_ **INITIATIVE:** Ability to be self-directed, efficient, creative, and resourceful. Assumes extra work on own initiative, adapts quickly to new responsibilities.  
 \_\_\_\_\_  
 \_\_\_\_\_

**OVERALL EVALUATION:** Consider the student's total job performance and overall contribution during the evaluation period.

**Check One**

- \_\_\_\_\_ Needs Improvement
- \_\_\_\_\_ Meets job expectation
- \_\_\_\_\_ Always meet, occasionally exceeds job expectations
- \_\_\_\_\_ Regularly exceeds job expectations

**Comments:**

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**Student Comments:** Do you agree with this appraisal of your performance? What changes in your work situation, or additional training, would help to increase your interest and performance on the job?

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This evaluation was reviewed with me by my supervisor. My signature does not necessarily indicate my concurrence.

**SIGNATURE:**

Student: \_\_\_\_\_

Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Month/Day/Year

Primary/Alternate Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Month/Day/Year

A copy of this appraisal must be provided to the student. The supervisor should keep a copy of this appraisal on file for future reference.