

**UNIVERSITY OF EASTERN AFRICA, BARATON
STUDENT WORK PROGRAM
EVALUATION FORM**

STUDENT NAME _____

STUDENT ID NO. _____ DATE: _____

EVALUATION PERIOD (TRIMESTER/ YEAR) _____

DEPARTMENT _____ SCHOOL _____

ASSIGNMENT _____

Purpose:

To evaluate the students competence in effectively carrying out their duties for purposes of improving performance output and placing students in more appropriate departments.

Ranking Key:

- 1. **Unsatisfactory** : Performance fails to meet expectations in **most** essential areas of responsibility.
 - 2. **Improvement Needed** : Performance sometimes falls short of expectations in one or more essential areas of responsibility
 - 3. **Meets Expectations** : Performance consistently meets standards/expectations in essential areas of responsibility and at times exceeds expectations.
 - 4. **Exceeds Expectations** : Performance consistently exceeds standards/expectations in the essential areas of responsibility.
 - 5. **Exceptional** : Performance consistently far exceeds standards/expectations due to exceptionally high quality of work performed in all essential areas of responsibility.
- N/A **Not applicable- no basis to comment.**

SN		RANKING					
		1	2	3	4	5	N/A
1	Regularity						
2	Punctuality						
3	Cooperation and willingness to follow instructions						
4	Care of equipment and the work environment						
5	Quality of work						
6	Initiative						
7	Responsibility						
8	Neatness and appropriateness of dress						
9	Availability during exam times						
10	Integrity & good work ethics						
11	Ability to meet deadlines						

TOTAL SCORE _____ /55

Supervisor's comments _____

Name _____ Sign _____ Date _____

Students Comment _____

Sign _____ Date _____

FOR OFFICAL USE ONLY

Current Rate: _____ Recommended Increment : _____ New Rate: _____

Approved By _____ Sign _____ Date _____