Name of SA: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Course/Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Semester SY: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Instruction**: Please rate the performance of student assistant based on the following criteria, using the equivalent rating below, put a check mark below the desired rating. Your positive criticism will be the basis for their renewal of services.

**Legend:**

1. Excellent 3 - Satisfactory 5 - Unsatisfactory
2. Very Satisfactory 4 – Fair

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
| 1. **PERSONAL TRAITS**
 | **1** | **2** | **3** | **4** | **5** |
| 1. Grooming
 |  |  |  |  |  |
| 1. Deportment
 |  |  |  |  |  |
| 1. Cooperation
 |  |  |  |  |  |
| 1. Attendance
 |  |  |  |  |  |
| 1. Punctuality
 |  |  |  |  |  |
| 1. Trustworthiness
 |  |  |  |  |  |
| 1. Initiative
 |  |  |  |  |  |
| 1. Values
 |  |  |  |  |  |
| 1. Interest in Work/Commitment/Dedication
 |  |  |  |  |  |
| 1. Office personnel relations
 |  |  |  |  |  |
| 1. **SKILLS PERFORMANCE**
 |  |  |  |  |  |
| 1. Oral Communication Skills
 |  |  |  |  |  |
| 1. Encoding Skills
 |  |  |  |  |  |
| 1. Records filing skill
 |  |  |  |  |  |
| 1. Use of Office machine and equipment
 |  |  |  |  |  |
| 1. Creativity and innovativeness
 |  |  |  |  |  |
| 1. **WORK QUALITIES**
 |  |  |  |  |  |
| 1. Follow direction
 |  |  |  |  |  |
| 1. Take criticism
 |  |  |  |  |  |
| 1. Understand instructions
 |  |  |  |  |  |
| 1. Attend details
 |  |  |  |  |  |
| 1. Alertness
 |  |  |  |  |  |
| 1. **OFFICE MANAGEMENT TECHNIQUES**
 |  |  |  |  |  |
| 1. Use telephone/Cellphone
 |  |  |  |  |  |
| 1. Use of sources of information
 |  |  |  |  |  |
| 1. Use of Office resources
 |  |  |  |  |  |
| 1. Office housekeeping/Management
 |  |  |  |  |  |
| 1. Public Relations(good human relationship within the office)
 |  |  |  |  |  |

**General Evaluation Rating: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

1. Please list good points about student assistant.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

1. Please list some suggestions for the improvement of the student assistant.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

1. Remarks.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature Over Printed Name

 Immediate Supervisor