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.

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

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

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1. Remarks.

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

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

Immediate Supervisor