



## Southern Association of Student Employment Administrators

**MCNEESE CAMPUS RATING FORM**  
**2011 – 2012 McNeese State University Student Employee of the Year**

Please rate nominee below on a scale from 1 to 3 with 1 being the lowest and 3 being the highest. Add the ratings together and put the Overall Rating in the last section of this form.

<b>1</b>	<b>2</b>	<b>3</b>
<b>Meets Standards</b>	<b>Exceeds Standards</b>	<b>Far Exceeds Standards</b>

	Score
<b>Quality of Work</b>	
<ul style="list-style-type: none"> <li>Demonstrates understanding of job duties and proper work methods</li> <li>Demonstrates technical knowledge needed to perform job duties</li> <li>Applies knowledge and skills to produce quality work</li> <li>Completes assignments in thorough and accurate manner</li> <li>Uses sound judgment when needed during projects</li> </ul>	
<b>Reliability</b>	
<ul style="list-style-type: none"> <li>Performs tasks accurately and completely within expectations</li> <li>Notifies and updates supervisor of issues and problems in timely manner</li> <li>Carries out supervisor requests and reports back regularly on progress</li> <li>Reports to works as scheduled</li> <li>Follows notification/call in procedures when absence is necessary</li> <li>Complies with departmental policies and procedures</li> <li>Complete tasks/projects in timely manner</li> </ul>	

<b>Initiative</b>	
<ul style="list-style-type: none"> <li>• Demonstrates willingness to take on more responsibility</li> <li>• Expends the time and effort necessary to do the job well</li> <li>• Shows positive interest in job</li> <li>• Shows interest in improving knowledge and skill level</li> <li>• Takes action quickly to correct or prevent problems</li> <li>• Generates ideas and solutions</li> </ul>	
<b>Attitude</b>	
<ul style="list-style-type: none"> <li>• Interacts and cooperates with employees to create positive work environment</li> <li>• Resolves conflicts effectively and positively</li> <li>• Promotes departmental teamwork</li> <li>• Accepts supervision with a positive attitude</li> <li>• Receives constructive criticism positively</li> <li>• Communicates effectively with supervisor and fellow employees</li> <li>• Performs direction from supervisor regardless of personal likes/dislikes</li> <li>• Reports to supervisor regularly</li> </ul>	
<b>Professionalism</b>	
<ul style="list-style-type: none"> <li>• Maintains courtesy with all customers</li> <li>• Makes self available to respond to customer needs</li> <li>• Communicates clearly and effectively with customers</li> <li>• Listens and responds to customer requests effectively and efficiently</li> </ul>	
<b>Uniqueness of Contribution:</b> In the space provided, please give a brief explanation of what the nominee contributes that separates them from other student employees.	
<b>Overall Ratings</b>	