

SOUTHWEST BAPTIST UNIVERSITY
PERFORMANCE REVIEW

Job Title: Athletic Training Student

Name: _____ **Appraisal Period:** From _____ To _____

Circle the Rating which best describes the overall performance of each work function as described on the students position description. Provide specific examples for support/clarification of rating when necessary.

Rating Scale:

- NA Too soon to evaluate or Not Applicable- Performing present job or specific responsibility for too short a time or not applicable in this period of evaluation.
- 1 Unacceptable/Deficient - Employee performs below what is expected. Occasionally meets established standards. Seldom exceeds desired results, often falls short of desired results. Performance must be improved.
- 2 Marginal - Employee is hesitant or reluctant to complete task or objective when prompted by supervisor. Inconsistently generates desired results and seldom exceeds desired results.
- 3 Competent - Requires reminders, but willing to complete task or objective. Employee generates desired results and occasionally exceeds desired results.
- 4 Commendable/Good - Employee consistently generates results above those expected. Often exceeds established standards. Periods of self initiation, requiring little reminders to complete task or objective.
- 5 Exceptional/Superior - Employee performance represents unusually high level of excellence. Consistently generates results above those expected with little direction. Usually exceeds expected standards. Self initiation, needing no reminders to complete task or objective.

I. ATS Essential Functions	Rating						Comments
Adherence to Dept. P&P Manual	NA	1	2	3	4	5	
ATS to the student athlete	NA	1	2	3	4	5	
Adherence to ATS P&P Manual	NA	1	2	3	4	5	
Adherence to other sites P&P Manual	NA	1	2	3	4	5	
Performance of assigned duties by ACI	NA	1	2	3	4	5	
Performance of assigned duties by Dept. Chair	NA	1	2	3	4	5	

II. Standards of Performance

Rating

Comments

	NA	1	2	3	4	5	
Job Knowledge: Demonstrates competence to perform job, gathers background information, identifies priorities, establishes realistic schedules, meets deadlines, uses relevant information for decision making and solving problems	NA	1	2	3	4	5	
Responsibility: Accepts responsibility for all job duties and for problems on the job, works to solve problems, inspires teamwork, confidence, and good morale	NA	1	2	3	4	5	
Customer Service Orientation: Willingly responds to the needs of people being serviced, develops and maintains effective working relationships with staff, faculty, and students	NA	1	2	3	4	5	
Organizational Skills: Organizes activities to ensure proper completion of duties in timely manner with effective outcomes, looks for more efficient and more cost-effective ways of performing tasks, documents appropriately	NA	1	2	3	4	5	
Initiative: Voluntarily takes on tasks or responsibilities, actively seeks out ways in which to contribute	NA	1	2	3	4	5	
Judgement: Ability to identify problems, exhibits awareness of department objectives and procedures, recognizes and responds successfully to crisis situations	NA	1	2	3	4	5	
Communication: displays effective communication skills both verbally and in writing	NA	1	2	3	4	5	
Time Management: accomplishes objectives through effective use of time, focuses attention and energies on high priorities and objectives	NA	1	2	3	4	5	
Job Related Areas: Reports to work as scheduled and on time, dresses appropriately, respects SBU property	NA	1	2	3	4	5	

VI. Mutually Set Objectives for Next Appraisal Period

Objective	Steps Required	Date to Be Completed

V. Prior Period Objectives

Identify objectives established for prior appraisal and indicate results achieved.

Objective	Date to Be Completed	Results Achieved

VII. Overall Performance

Average Sections I, II, III, and IV on these ratings give the employee an "overall" job performance rating. Use comment section for support and clarification as necessary.

	Overall Rating
I. ATS Essential Functions	
IV. Standards of Performance	
V. Prior Period Objectives	
VI. Mutually Set Objectives	
VII. Overall Performance	

Comments:

ATS Signature

Date

ACI Signature

Date