

Apprentice Performance Appraisal

Send signed Performance Appraisal to AASAP Coordinator (Linda Thai) at MC 0001

 **UCSD Academic Affairs**
Student Apprenticeship Program (AASAP)
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The Academic Affairs Student Apprenticeship Program (AASAP) offers substantive, practical work-learning experiences to undergraduate and graduate students at UCSD and other local universities.

APPRENTICESHIP CONTACT INFORMATION		
Apprenticeship Working Title:	Student's Name:	Date of Graduation:
Department Name & Mail Code:	Supervisor's Name:	Supv Email:
Start Date :	End Date :	Work Schedule or Hours Worked/Week:
APPRENTICESHIP OVERVIEW & ADDITIONAL RESPONSIBILITIES ASSIGNED FROM LEARNING PLAN AGREEMENT		
*Rating Options: E =Exceeds Expectations A =Above Expectations S =Solid I =Improvement Needed U =Unsatisfactory		
EVALUATION FACTORS	RATING*	COMMENTS & NOTEWORTHY OBSERVATIONS
JOB KNOWLEDGE: Evaluate the use of information, procedures, materials, equipment and techniques required for current job. Ability to absorb/learn job functions effectively.		
QUALITY: Evaluate the accuracy, completeness, and follow-through of work.		
PLANNING/ORGANIZING: Consider effectiveness in response to varying work demands, through developing efficient methods, setting goals and objectives, establishing priorities, and utilizing available resources.		
ANALYTICAL SKILLS: Evaluate the ability to assess problems, analyze information, and develop and implement solutions.		
PRODUCTIVITY: Evaluate the volume and timeliness of work based on the resources available to accomplish departmental/unit goals and priorities.		
INITIATIVE/INNOVATION: Evaluate the self-starting ability, motivation, resourcefulness, and creativity to formulate and propose innovative solutions and improvement to the duties of the apprenticeship.		
TEAMWORK/COOPERATION: Consider the effectiveness of working relationships with other employees, students, faculty to solve problems, improve work processes, share information and resources, and accomplish specific tasks in a professional and ethical manner.		

To be filled out by Academic Affairs Student Apprenticeship Program
 Apprenticeship Listing #:

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EVALUATION FACTORS	RATING*	COMMENTS & NOTEWORTHY OBSERVATIONS
DEPENDABILITY: Consider punctuality, regularity in attendance, meeting deadlines, and performing work without close supervision.		
COMMUNICATION: Evaluate the clarity of ideas expressed, effectiveness of oral and written presentations, and listening to an interacting with others in a helpful, informative, professional manner.		
DECISION-MAKING: Assessment of problems/central issues defined, collection and evaluation of significant or relevant data, evaluation of options, solutions proposed and implementation of appropriate solution(s).		
OVERALL RATING		See Supervisor's Comments Box Below

SUPERVISOR'S COMMENTS. Please provide an overall appraisal rating in the text box below. On the whole, describe the student's performance and assess how the department goals and expectations were satisfied. The description may include the student's strengths and suggestions for improvement.

STUDENT'S COMMENTS. You may use this section to discuss aspects of the appraisal and assess how your goals and expectations were satisfied. The description may include description of your own strengths and suggestions for improvement.

Supervisor's Signature: _____

Date: _____

My signature indicates neither agreement nor disagreement with the performance evaluation, but it does indicate that I have reviewed and read the supervisor's evaluation of my internship.

Student's Signature: _____

Date: _____

Apprentice: Do we have permission to release this evaluation to other departments/organizations upon request?

Yes No

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