

Beckwith Residential Support Services
University of Illinois Champaign-Urbana

**PERSONAL ASSISTANT
PERFORMANCE EVALUATION**

Employee Information			
Personal Assistant			
Job Title:	Personal Assistant	Date:	
Student Employer:			
Review Period:	to		

Ratings						
* Any item that is rated a 1 or 2 or 5 requires a comment <small>(see on-line guidelines for appropriate ratings)</small>	(1) *	(2) *	(3)	(4)	(5) *	Not Applicable
	Unsatisfactory	Improvement Needed	Meets Expectations	Superior	Exceptional	
1. PA listens to directions and wishes of the student employer.						
<i>Comments:</i>						
2. PA shows up on days to work as scheduled.						
<i>Comments:</i>						
3. PA shows up to work on time.						
<i>Comments:</i>						
4. PA finds a replacement in advance if unable to cover shift. (optional, depends on arrangement made between student employer & employee)						
<i>Comments:</i>						
5. PA calls in if he/she is going to be late, at least two hours before shift begins.						
<i>Comments:</i>						
6. PA cooperates with student in changing schedules if necessary.						
<i>Comments:</i>						
7. PA works 2 weekend shifts twice a month. (Wknd shifts: Fri night/Sat morning/Sat. night/ Sun morning)						
<i>Comments:</i>						
8. PA completes tasks in a safe manner, e.g. using gloves, body mechanics, etc.						
<i>Comments:</i>						
9. PA respects the Beckwith rules and wishes of the student employer.						
<i>Comments:</i>						
10. PA maintains confidentiality at all times.						
<i>Comments:</i>						
11. PA cleans area after working with student employer.						
<i>Comments:</i>						
12. PA assists in activities of daily living (ADL) as per instructions of the student employer.						
<i>Comments:</i>						

Ratings						
	(1)	(2)	(3)	(4)	(5)	
	Unsatisfactory	Improvement Needed	Meets Expectations	Superior	Exceptional	Not Applicable
13. PA promotes independence in assistance and interactions with the student employer.						
Comments:						
14. PA follows chain of command, i.e., discusses problems with you first and then with Associate Director/Director.						
Comments:						
14. PA performs responsibilities with a positive attitude.						
Comments:						
Overall Rating (average the rating numbers above):						

Evaluation	
Strengths:	
Areas of Growth:	
Additional Comments:	
Goals for Personal Assistant Next Semester (as agreed upon by student employer and PA) (optional):	

Rehire next semester <input type="checkbox"/>	Do not rehire next semester <input type="checkbox"/>
If you checked "Do not rehire" please provide reasons:	

Verification of Review

By signing this form, you confirm that you have discussed this review in detail with your student employer. Signing this form does not necessarily indicate that you agree with this evaluation.

Personal Assistant Signature _____	Date _____
Student Employer _____	Date _____