



PERFORMANCE EVALUATION REPORT FOR UNDERGRADUATE FINANCIAL SCHOLARS

Name of Scholar: _____
 College: _____ Course/Year: _____
 Semester: _____ School Year: _____
 Area of Assignment: _____ Immediate Head: _____

RATING SCALES (SUMMATION OF ALL SCORES)

95- 100- Outstanding

90-94- Superior

85 89- Very Good

80-84- Good

75-79 - Satisfactory

70-74 - Average

65-69 - Fair

60-64- Needs Improvement

below 60-Failed

Instructions: Encircle the number that shows your honest opinion on the items below using the scale. Please do not leave any unanswered item. Thank you very much.

ITEMS TO BE OBSERVED

RATING SCALES

1.	He/she handles work with confidence.	10	9	8	7	6	5	4	3	2	1	0
2.	He/She manifests willingness to work harmoniously with the members of the office and his/her co-scholars.	10	9	8	7	6	5	4	3	2	1	0
3.	He/She shows courtesy to his/her peers, head and other people. He/she maintains courteous disposition when relating with the rest of the members of the office.	10	9	8	7	6	5	4	3	2	1	0
4.	He/She can be depended upon to finish tasks on time.	10	9	8	7	6	5	4	3	2	1	0
5.	He/She observes confidentiality of work /information when necessary.	10	9	8	7	6	5	4	3	2	1	0
6.	He/She reports to work on time and concentrates on it.	10	9	8	7	6	5	4	3	2	1	0
7.	He/She is honest in his/her dealings with other people.	10	9	8	7	6	5	4	3	2	1	0
8.	He/She assumes responsibility without being told.	10	9	8	7	6	5	4	3	2	1	0
9.	He/she accomplishes tasks with minimum supervision.	10	9	8	7	6	5	4	3	2	1	0
10.	He/She accomplishes tasks with excellence. He/She is productive as a student assistant.	10	9	8	7	6	5	4	3	2	1	0

Over-all Performance Evaluation: _____



DE LA SALLE
MEDICAL AND HEALTH SCIENCES INSTITUTE

ACADEMICS
LASALLIAN ADMISSION AND SCHOLARSHIP OPPORTUNITIES

Commendations:

Recommendations:

Signature of Dean/Director/Head over Printed Name

Date