

**NTC TRANSFER & PLACEMENT OFFICE**  
***STUDENT PERFORMANCE APPRAISAL***

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**NOTIFICATION TO STUDENT**

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You may have a maximum of five (5) evaluations in your file. The “Student Performance Appraisal” forms can be picked up in the Transfer and Placement Office.

**It is recommended that you receive permission from the selected staff members before using them as references as all returned evaluations will be placed in your file, whether positive or negative.**

If a negative evaluation or comment is made and you want it removed from the file, you must receive the approval of the instructor in order to remove or change the evaluation in any manner.

You have the right to view all staff evaluations placed in your file and you may request a printed copy.

All evaluations will remain in your file for three (3) years from the date of graduation.

**NAME:** \_\_\_\_\_ **STUDENT ID:** \_\_\_\_\_

**ANTICIPATED GRADUATION DATE:** \_\_\_\_\_

**I HEREBY GIVE PERMISSION FOR:** \_\_\_\_\_  
(Instructor’s Name)

TO RELEASE TO ANY PROSPECTIVE EMPLOYER EVALUATIVE INFORMATION STATED ON THIS FORM, WHICH REFLECTS MY QUALITIES, GRADES, ATTENDANCE RECORD, AND EDUCATIONAL SKILL LEVEL.

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

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**NOTIFICATION TO STAFF**

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The Family Educational Rights and Privacy Act of 1974 commonly know as the “Buckley Amendment”, restricts information about students that can be provided by College staff. Compliance is required by ALL staff of the institution.

This evaluation signed by the student also authorized you to provide evaluative information if contacted directly by an employer.

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## INSTRUCTOR'S EVALUATION OF STUDENT

Instructions: Please check the column, which you consider to best indicate the student's rating in comparison with other students. Consider one trait at a time, and do not let your judgement on one trait be influenced by your general opinion of the student. If you do not know a trait well enough to rate it, check the space "Not Observed in Class".

- Superior:** Consistently demonstrates a high degree of achievement in this particular trait.
- Above Average:** Generally demonstrates this trait at a level above contemporaries.
- Average:** No better or worse in this trait in comparison to contemporaries.
- Below Average:** Somewhat lacks or demonstrates the trait less frequently than contemporaries.
- Not Observed:** No personal opportunity to observe this trait in this class.

	<u>Superior</u>	<u>Above Average</u>	<u>Average</u>	<u>Below Average</u>	<u>Not Observed</u>
<b>Ability to Comprehend</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Quality of Work</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Organization</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Verbal Communication</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Written Communication</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reliability</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Initiative</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Sociability</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Leadership</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Dependability</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Appearance</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Capacity for Future Development</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Major Subject:** \_\_\_\_\_ **Course/s:** \_\_\_\_\_  
**Related Subject:** \_\_\_\_\_

**\*\*Please return completed form to the Transfer and Placement Office – C132  
 Or to Suzi Mathias at Mailstop WK**

The "Student Performance Appraisal" will be completed by the instructor and sent to the Transfer and Placement Office – C132. The original copy will stay in the Transfer and Placement Office and will be sent out at the request of the employers. Instructors are requested to keep a copy of the appraisal and also to give a copy to the student.