

FEDERAL WORK-STUDY PROGRAM
EMPLOYEE PERFORMANCE EVALUATION

Student's Name _____
 Department _____ Student ID # _____
 Supervisor _____ Job Title _____

Evaluation Criteria:

- 1 = consistently demonstrates outstanding performance
- 2 = above average employee; often exerts extra effort
- 3 = average employee; performs in an acceptable and satisfactory manner
- 4 = needs to improve; occasionally does not meet standards required
- 5 = performance unacceptable; consistently fails to meet minimum standards
- NA = not applicable to student's position

Using the above criteria, evaluate the student's performance in the following areas:

	Evaluation
A. Job Knowledge	
1. Awareness of what to do without constant supervision	
2. Knowledge of how to perform duties	
B. Job Performance	
1. Organization	
2. Accuracy	
3. Speed	
4. Neatness	
C. Attitude	
1. Initiative	
2. Conformance to operational policies	
3. Cooperation with co-workers.....	
4. Cooperation with public	
5. Acceptance of supervision	
D. Reliability	
1. Consistency of performance	
2. Completion of tasks	
3. Adherence to work schedule	
4. Promptness in reporting to work	
E. Supervision (complete only for students in a supervisory capacity)	
1. Priority setting; ensures job completion	
2. Obtains cooperation and respect from employees	
3. Fairness	
F. Overall Evaluation	

_____ mid-year separation	Annual evaluation only:	If retained, new wage:
_____ annual evaluation	_____ retained	\$ _____ current (Spring Q.) wage rate
	_____ not retained	+ _____ longevity (\$.05 if applicable)
	_____ graduated	+ _____ Merit increase
		= _____ Fall Quarter 20__ wage

.....
 I have discussed this evaluation with my supervisor; however, my signature does not indicate agreement with the rating or any attached comments. If an annual evaluation, I have also indicated whether or not I wish to be retained for the next academic year.

Student's Signature _____ **Date** _____

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I have personally completed this evaluation and discussed it with the student.

Supervisor's Signature _____ **Date** _____