



## Federal Work-Study Student Evaluation Form

This form is to be filled out by the work-study supervisor who works directly with student worker in the area. The purpose of this form is to judge fairly each student’s capability, appearance, friendliness, willingness to work and other important attributes one must possess for future employment. The form is to be completed once per semester and submitted to the Work Study Coordinator in the Financial Aid Office. A copy is to be kept in the student’s file.

Student ID \_\_\_\_\_

Name of Student \_\_\_\_\_ Classification \_\_\_\_\_  
Print Please

Evaluating Supervisor \_\_\_\_\_ Department \_\_\_\_\_

Supervisor Rating	KEY: <b>6</b> = EXCELLENT <b>5</b> =VERY GOOD <b>4</b> =GOOD <b>3</b> =AVERAGE <b>2</b> =BELOW AVERAGE <b>1</b> =POOR (PLACE NUMBER OPPOSITE TRAIT OR BEHAVIOR WHICH BEST DESCRIBES THE PERSON ABOVE.)
	a. <b>APPEARANCE</b> (appropriately dressed for job)
	b. <b>DECORUM</b> (office conduct and behavior)
	c. <b>COURTESY AND FRIENDLINESS</b> (polite, mannerly, pleasant)
	d. <b>ATTITUDE</b> (toward work—willingly accepts responsibility)
	e. <b>COOPERATION</b> (spirit of cooperation with staff and peers)
	f. <b>COMPLIANCE</b> (with job policies—complies in letter and spirit)
	g. <b>QUALITY</b> (work performance and ability to perform job well)
	h. <b>REPORTS</b> (report promptly to work according to schedule)
	i. <b>CREATIVITY/LEADERSHIP</b> (generates new ideas for job)
	j. <b>RESPONSIBILITY</b> (goes beyond the norm to get the job done)
	k. <b>PROGRESS</b> (shows general improvement)
	l. <b>CRITICISM</b> (accepts criticism and tries to improve)
	m. <b>RANK</b> (overall evaluation)
	n. <b>EMPLOYMENT</b> (would you rehire this person or recommend this person to another department) Yes ___ No ___

Remarks about the person being evaluated:

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Student’s Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor’s Signature \_\_\_\_\_ Date \_\_\_\_\_