**STUDENT EMPLOYEE**

**PERFORMANCE EVALUATION**

**Student Name** Click here to enter text. **Student ID** Click here to enter text.

**Position Type:** please check one [ ] **FWS** [ ] **UWS** [ ] **GA**

**Type of Evaluation**: [ ]  Annual [ ]  90-day [ ]  Other

Please evaluate each student employee for each criterion shown below. The immediate supervisor should evaluate the student objectively comparing him or her with students of the same academic level and/or with other personnel assigned to identical or similar jobs. If criterion does not apply or if you do not have sufficient information, please indicate N for no evaluation.

**E**- Excellent **VG**- Very Good **G**- Good **F**- Fair **P**- Poor **N**-No Evaluation

Click here to enter text. **Dependability/ Reliability** - Meets work schedule and fulfills job responsibilities. Consistently delivers what is required within deadline and instructions

Click here to enter text. **Initiative** - Starts assignments without prompting and independently

 contributes ideas/projects. Sees and acts upon new opportunities

Click here to enter text.      **Attitude** - Displays a positive attitude towards goals and objectives of department. Works well with others to accomplish goals

Click here to enter text.      **Interpersonal Skills** - Ability to establish and maintain good working

relationships with others

Click here to enter text.      **Overall Performance** - Works with minimal supervision, manages own time

Effectively, maintains control of all projects and responsibilities.

Would you recommend this student for rehire? [ ]  Yes [ ]  No

**Comments**: Click here to enter text.

I allow my “Work Record” information to be released to on or off campus employers, if requested. **Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

My supervisor has discussed the above work record evaluation with me. I have been given an opportunity to express any concerns regarding my work-study position.

**Student Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Student Employment \_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_