

FEDERAL WORK-STUDY PROGRAM
EMPLOYEE PERFORMANCE EVALUATION

Student's Name _____ Student ID # _____

Department _____

Supervisor _____

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

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

	<u>Evaluation</u>
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	

Annual evaluation only:	If retained, new wage:
_____ retained	\$ _____ current wage rate
_____ not retained	+ _____ longevity (\$.05 if applicable)
_____ graduated	+ _____ Merit increase
	= _____ Fall Quarter wage

.....
 I have discussed this evaluation with my supervisor; however, my signature does not indicate agreement with the rating or any attached comments.

Student's Signature _____ **Date** _____

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

Supervisor's Signature _____ **Date** _____