

Northwestern

FEDERAL WORK-STUDY

Student Employee Evaluation

Student Name: _____ ID: _____

Official Job Title (as recorded in myHR): _____

Internal Job Title (if different than above): _____

Department/School/Off-Campus Agency Partner: _____

Location: _____

Supervisor Name: _____

Brief Description of Duties: _____

Review Period: From _____ to _____



Evaluation Criteria: *(to be completed by supervisor)*

Job Knowledge	Poor	Below Average	Average	Above Average	Outstanding	Not Applicable
Awareness of responsibilities without constant supervision						
Knowledge of how to perform duties						

Job Performance	Poor	Below Average	Average	Above Average	Outstanding	Not Applicable
Organization						
Accuracy						
Speed						
Neatness						

Attitude	Poor	Below Average	Average	Above Average	Outstanding	Not Applicable
Initiative						

Conformance to operational policies						
Cooperation with Public						
Cooperation with coworkers/ staff						
Acceptance of supervision/feedback						

Reliability	Poor	Below Average	Average	Above Average	Outstanding	Not Applicable
Consistency of Performance						
Completion of Tasks						
Adherence to work Schedule						
Promptness in reporting to work						

Comments:

Describe the employee's strength(s) and the skills or work functions the student has learned to do successfully and list other areas in which the employee excelled. Also, describe how the student's job performance could improve.

Overall Rating:

Poor: Corrective Action Needed	Below Average: Development Needed	Average: Achieving	Above Average: Excelling	Outstanding: Role Model
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Supervisor Signature: _____ **Date:** _____

Student Signature: _____ **Date:** _____