

PERFORMANCE EVALUATION FEDERAL WORK-STUDY

Student Name

Student ID#

Evaluation Period

Job Title

Employment Begin Date

Date of Evaluation

Employing Department

Name and Title of Supervisor

Performance Rating Guide:

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 the criterion does not apply of it you don't have sufficient information, please check the "N" for no evaluation.

4- Above Average 2-Average 3 – Below Average 1 - Unacceptable N – No Evaluation

- () 1. **Responsibility** – The extent to which the employee can be relied upon to perform assigned duties and to be aware of and accepting of accountability for the same.
- () 2. **Judgment** – Reasons, compares, understands, and thinks rationally on the job. Makes quality work related decisions based on conclusions and separates facts from opinions.
- () 3. **Leadership** – Guides others to the accomplishment of objectives/responsibilities, develops teamwork, and resolves conflict.
- () 4. **Initiative** – Starts assignments without prompting and independently contributes ideas and projects. Sees/acts upon new opportunities.
- () 5. **Dependability** - Meets work schedules and fulfills job responsibilities and commitments.
- () 6. **Reliability** – Consistently delivers what is required within deadline and instructions.
- () 7. **Delegation** – Clearly assigns responsibility to others and seeks to provide the appropriate resources.
- () 8. **Use of Work Time** – Reports to work promptly. Effectively and efficiently uses time to accomplish task.
- () 9. **Communication Ability** – Presents clear and accurate information both verbally and written,
- () 10. **Overall Performance** – Works with minimal supervision, manages own time effectively, maintains control of all current projects and responsibilities and ensures follow-up.
- () 11. **Total Points**

Would you recommend this student for rehire? () yes () No

Comments: _____

Student's Signature _____

Date _____

Supervisor's Signature _____

Date _____