

Student Financial Services

Financial Aid

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FEDERAL WORK STUDY STUDENT EMPLOYEE EVALUATION REPORT

Student Name _____ "L" Number _____

Department _____ Supervisor _____

Job Title _____ Position Number _____

Date of Hire _____ Current Hourly Rate \$ _____

Using the rating system below, please mark appropriate boxes to evaluate your student employee. Not all evaluation criteria apply to every work study position. If an evaluation factor cannot be rated objectively, mark the NE (No Evaluation) box.

1 - Outstanding 2 - Above Average 3 - Average 4 - Below Average NE - No Evaluation

EVALUATION CRITERIA	EVALUATE HOW WELL YOUR STUDENT EMPLOYEE MEETS THESE EVALUATION CRITERIA	1	2	3	4	NE
QUALITY OF WORK	Ability to do satisfactory work following specified procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
QUANTITY OF WORK	Ability to complete a satisfactory amount of work within the time allowed while meeting specified standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMPREHENSION	Knowledge of job, including job procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RELIABILITY	Commitment to completing tasks conscientiously	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ATTITUDE TOWARD WORK	Enthusiasm and willingness to perform job tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
JUDGMENT	Ability to make sound decisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DEPENDABILITY	Punctuality and reliability in attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PROFESSIONALISM	Ability to conduct self in a dignified, businesslike manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COOPERATION	Ability to work harmoniously with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
INITIATIVE	Interest in assuming added responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
POTENTIAL	Ability to improve within the job situation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LEADERSHIP	Ability to understand and direct others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PERSONAL APPEARANCE	Outward impression of student employee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OVERALL EVALUATION	Overall performance of student employee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

GENERAL COMMENTS: A narrative is required if a student employee's Overall Evaluation is Outstanding (1) or Below Average (4).

Wage Increase Recommended (Check Box)

Supervisor's Signature _____ Date _____

Employee's Signature _____ Date _____

FINANCIAL AID OFFICE USE ONLY
 REVISED 5/2013

Approved New Hourly Rate \$ _____ Beginning Date _____
 Denied FWS Advisor _____ Approval Date _____