

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					
QUANTITY OF WORK	Ability to complete a satisfactory amount of work within the time allowed while meeting specified standards					
COMPREHENSION	Knowledge of job, including job procedures.					
RELIABILITY	Commitment to completing tasks conscientiously					
ATTITUDE TOWARD WORK	Enthusiasm and willingness to perform job tasks.					
JUDGMENT	Ability to make sound decisions					
DEPENDABILITY	Punctuality and reliability in attendance.					
PROFESSIONALISM	Ability to conduct self in a dignified, businesslike manner					
COOPERATION	Ability to work harmoniously with others					
INITIATIVE	Interest in assuming added responsibilities					
POTENTIAL	Ability to improve within the job situation					
LEADERSHIP	Ability to understand and direct others					
PERSONAL APPEARANCE	Outward impression of student employee					
OVERALL EVALUATION	Overall performance of student employee					

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

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