



WORK STUDY STUDENT EMPLOYEE EVALUATION

Name

Class

Rate of Pay

Date

Brief job description (Attach additional page(s) if desired.):

Outstanding: Performance definitely superior Good: Performance well above required job standards Acceptable: Performance satisfied required job standards Improvement Needed: Performance below required job standards	O*	G*	A*	IN*	Comments
Job knowledge: e.g. Has strong knowledge of job; growth in job; understands operational procedures.					
Dependability: e.g. Meets deadlines without close supervision; accepts responsibility; attendance and punctuality.					
Productivity: e.g. Extent to which the amount of work produced compares to average work production for the job.					
Work habits: e.g. Care of equipment; observation of department policy and procedures.					
Quality of work: e.g. Accuracy, completeness, thoroughness, neatness in keeping with job standards.					
Relations with others: e.g. Extent to which employee deals effectively with fellow employees and with the public.					
Supervision (if applicable):					
Supervisor's Overall Evaluation (check one):					

Supervisor's Comments (Use back of form or attach additional page, if desired.):

Comments of Employee Reviewed (Use back of form or attach additional page, if desired.):

Recommend step raise: ____ yes ____ no

If terminal evaluation, recommend rehiring: ____ yes ____ no

Reason for leaving: _____

Note: An evaluation is required when raise is not recommended.

Evaluations are required at Class I (Steps 2 and 4), Class II (Steps 2 and 4), and Class III (Steps 2 and 4)

* O = Outstanding, G = Good, A = Acceptable, IN = Improvement Needed

Signature of Supervisor

Signature of Student Employee

Signature of Department Head (optional)