

# Federal Work Study Supervisor's Evaluation of Student Employee

The purpose of this evaluation is to assess the student employee's job performance. Please feel free to discuss this information with the student in order to give some appropriate feedback. Through this evaluation, we hope to be able to strengthen both the program and our student workers. Please give careful consideration to the categories listed and check the response that is most appropriate. Also, please feel free to write any additional comments that you may have.

Student's Name \_\_\_\_\_

Student's Job Title \_\_\_\_\_

Department \_\_\_\_\_

Dates Employed \_\_\_\_\_ to \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

Supervisor's E-mail \_\_\_\_\_

	<b>STRONGLY AGREE</b>	<b>AGREE</b>	<b>NEITHER AGREE OR DISAGREE</b>	<b>DISAGREE</b>	<b>STRONGLY DISAGREE</b>
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1. The student showed an interest in helping the department function more efficiently. \_\_\_\_\_

COMMENT: \_\_\_\_\_

2. The student responded positively to constructive criticism. \_\_\_\_\_

COMMENT: \_\_\_\_\_

3. The student showed initiative. \_\_\_\_\_

COMMENT: \_\_\_\_\_

4. The student understood his/her job assignments; if not, she/he asked for assistance. \_\_\_\_\_

COMMENT: \_\_\_\_\_

5. The student was usually prompt and usually followed his/her work schedule. \_\_\_\_\_

COMMENT: \_\_\_\_\_

6. As far as I know, the student handled sensitive information in a confidential manner. \_\_\_\_\_

COMMENT: \_\_\_\_\_

7. The student had neat and organized work habits. \_\_\_\_\_

COMMENT: \_\_\_\_\_

8. In my opinion, the student was a responsible employee. \_\_\_\_\_

COMMENT: \_\_\_\_\_

9. I felt that I could really rely on this student. \_\_\_\_\_

COMMENT: \_\_\_\_\_

