

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 _____

	STRONGLY AGREE	AGREE	NEITHER AGREE OR DISAGREE	DISAGREE	STRONGLY DISAGREE
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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: _____

