## 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	to	
Supervisor's Name		Supervisor's E-mail			
	STRONGLY AGREE	AGREE	NEITHER AGREE OR DISAGREE	DISAGREE	STRONGLY DISAGREE
1. The student showed an interest in helping the department function more efficiently.					
2. The student responded positively to constructive criticism.					
3. The student showed initiative.					
4. The student understood his/her job assignments; if not, she/he asked for assistance.					
5. The student was usually prompt and usually followed his/her work schedule.					
6. As far as I know, the student handled sensitive information in a confidential manner.					
7. The student had neat and organized work habits.					
8. In my opinion, the student was a responsible employee.	COMMENT: _				
9. I felt that I could really rely on this student.	COMMENT:				

Please indicate your overall assessment of this student by checking all that apply:					
Excellent	Good	Satisfactory	Unsatisfactory	Needs Improvement	
Please provide ar the student's pers	ny additional feed sonal growth:	lback or comments that ma	y either improve the st	tudent's work habits or aid	

Thank you for taking the time to complete the evaluation. The information you have provided will help us to ensure that we continue to maintain a positive work environment and experience for our SUNY New Paltz student workers.

Please return the completed evaluation form to:

Student Employment Coordinator Office of Financial Aid HAB 603