Work-Study Evaluation Form

1: EMPLOYEE INFORMATION

Employee		Job ID		Date	
Supervisor		Job Title			
Period of Review	☐ Mid-Fall ☐ End of Fall	☐ Mid-Spring ☐ End of Spring		☐ Mid-Summer ☐ End of Summer	

2: CORE VALUES

Performance Category	Rating	Comments/Notes/Examples
Attendance and Punctuality Reports for work consistently and on time; provides timely notice of need for absence or deviations from schedule	☐ Exceeds expectations ☐ Meets expectations ☐ Does not meet expectations	
Quality of Work Work is completed accurately, efficiently, and within deadlines	☐ Exceeds expectations ☐ Meets expectations ☐ Does not meet expectations	
Judgement & Decision-Making Makes thoughtful, well-reasoned decisions; exercises good judgment; exhibits resourceful problem-solving	☐ Exceeds expectations ☐ Meets expectations ☐ Does not meet expectations	
Initiative & Flexibility Demonstrates initiative; seeks out additional responsibility; identifies challenges & solutions; adjusts to unexpected changes	☐ Exceeds expectations ☐ Meets expectations ☐ Does not meet expectations	
Communication Written/verbal communication is clear, organized, & effective; listens and comprehends well	☐ Exceeds expectations ☐ Meets expectations ☐ Does not meet expectations	
Teamwork & Cooperation Respectful of and works well with colleagues; contributes to group goal achievement	☐ Exceeds expectations ☐ Meets expectations ☐ Does not meet expectations	

3: LEARNING OUTCOMES

Learning Outcome (from Posting)	Rating	Comments/Notes/Examples
	☐ Needs Improvement ☐ Adequate ☐ Displays Mastery	
	☐ Needs Improvement ☐ Adequate ☐ Displays Mastery	
	☐ Needs Improvement ☐ Adequate ☐ Displays Mastery	
	☐ Needs Improvement ☐ Adequate ☐ Displays Mastery	

4: ADDITIONAL POSITION-SPECIFIC TASKS AND ATTRIBUTES

Task or Attribute	Rating	Comments/Notes/Examples
	☐ Exceeds expectations ☐ Meets expectations ☐ Does not meet expectations	
	☐ Exceeds expectations ☐ Meets expectations ☐ Does not meet expectations	
	☐ Exceeds expectations ☐ Meets expectations ☐ Does not meet expectations	
	☐ Exceeds expectations ☐ Meets expectations ☐ Does not meet expectations	
	☐ Exceeds expectations ☐ Meets expectations ☐ Does not meet expectations	

5: OVERALL EVALUATION

Overall Rating	☐ Exceeds expectations ☐ Meets expectations ☐ Does not meet expectations
Rationale for Rating	

6: GOALS FOR FUTURE

Goal 1	
Progress/attainment will be measured by:	
Goal 2	
Progress/attainment will be measured by:	
Goal 3	
Progress/attainment will be measured by:	

7: SIGNATURES

Student Signature		Printed Name	
Supervisor Signature		Printed Name	

Please Note: At minimum, evaluations should be completed at the end of each semester of employment. Completed evaluations should be retained by the Supervisor but do not need to be submitted to the WS Team.