

Work-Study Evaluation Form

1: EMPLOYEE INFORMATION					
Employee		Job ID		Date	
Supervisor		Job Title			
Period of Review	<input type="checkbox"/> Mid-Fall	<input type="checkbox"/> End of Fall	<input type="checkbox"/> Mid-Spring	<input type="checkbox"/> End of Spring	<input type="checkbox"/> Mid-Summer <input type="checkbox"/> End of Summer

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

3: LEARNING OUTCOMES		
Learning Outcome (from Posting)	Rating	Comments/Notes/Examples
	<input type="checkbox"/> Needs Improvement <input type="checkbox"/> Adequate <input type="checkbox"/> Displays Mastery	
	<input type="checkbox"/> Needs Improvement <input type="checkbox"/> Adequate <input type="checkbox"/> Displays Mastery	
	<input type="checkbox"/> Needs Improvement <input type="checkbox"/> Adequate <input type="checkbox"/> Displays Mastery	
	<input type="checkbox"/> Needs Improvement <input type="checkbox"/> Adequate <input type="checkbox"/> Displays Mastery	

4: ADDITIONAL POSITION-SPECIFIC TASKS AND ATTRIBUTES

Task or Attribute	Rating	Comments/Notes/Examples
	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Does not meet expectations	
	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Does not meet expectations	
	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Does not meet expectations	
	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Does not meet expectations	
	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Does not meet expectations	

5: OVERALL EVALUATION

Overall Rating	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> 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.