



**FEDERAL WORK STUDY PROGRAM
STUDENT EMPLOYEE ANNUAL PERFORMANCE EVALUATION**

Student's Name

Last four of ss#

Empl ID

Department

Supervisor Name

Evaluation Criteria:

Outstanding (O): Performance definitely superior

Good (G): Performance well above required job standards

Acceptable (A): Performance satisfied required job standards

Improvement Needed (IN): Performance below required job standards

Non-Applicable (NA): Criteria does not relate to job duties

Job Knowledge		O	G	A	IN	NA	Comments
	Awareness of what to do without constant supervision						
	Knowledge of how to perform duties						
Job Performance							
	Organization						
	Accuracy						
	Speed						
	Neatness						
	Priority Setting: ensures job completion						
Attitude							
	Initiative						
	Conformance to operational Policies						
	Cooperation with co-workers						
	Cooperation with public						
	Acceptance of supervision						
Reliability							
	Consistency of performance						
	Completion of tasks						
	Adherence to work Schedule						
	Promptness in reporting of work						
Overall Evaluation							

Will you rehire the student for the next academic year? _____ YES _____ NO

*If a student is rehired for your department, he/she will receive a pay increase. Pay increases will be in increments of .50 cents for undergraduate students, and 1 dollar for graduate students.

I have discussed this evaluation with my supervisor; however, my signature does not indicate agreement with the rating or any attached documents.

Student's Signature _____

Date _____

I have personally completed this evaluation and discussed it with the student.

Supervisor's Signature _____

Date _____

Return original form to Financial Aid Services, Attn: Isis Umana Walters