

FEDERAL WORK-STUDY PROGRAM

STUDENT EMPLOYEE PERFORMANCE EVALUATION

Student Name

COCC ID

Department

Job Title

Evaluation Criteria:

- 1 = consistently demonstrates outstanding performance
- 2 = above average employee; often exerts extra effort
- 3 = average employee; performs in an acceptable and satisfactory manner
- 4 = needs to improve; occasionally does not meet standards required
- 5 = performance unacceptable; consistently fails to meet minimum standards
- NA = not applicable to student's position

Using the above criteria, evaluate the student's performance in the following areas:

- A. Job Knowledge
 - 1. Awareness of what to do without constant supervision _____
 - 2. Knowledge of how to perform duties _____
- B. Job Performance
 - 1. Organization _____
 - 2. Accuracy _____
 - 3. Speed _____
 - 4. Neatness _____
 - 5. Priority setting; ensures job completion _____
- C. Attitude
 - 1. Initiative _____
 - 2. Conformance to operational policies _____
 - 3. Cooperation with co-workers _____
 - 4. Cooperation with public _____
 - 5. Acceptance of supervision _____
- D. Reliability
 - 1. Consistency of performance _____
 - 2. Completion of tasks _____
 - 3. Adherence to work schedule _____
 - 4. Promptness in reporting to work _____
- E. Overall Evaluation _____

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

Student signature

Date

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

Supervisor's signature

Date