

Name of Work Study _____

Department/Office _____

Name of Supervisor _____

Student's Job Title _____

Dates of Employment: From _____ To _____

Areas of Evaluation

Below, select the option that best fits the student's quality of work this semester.

Interest in Work

- High interest. Very enthusiastic. Takes pride in doing work well.
- More than average amount of interest and enthusiasm.
- Satisfactory amount of interest and enthusiasm.
- Little interest or enthusiasm shown.
- Not applicable/not evaluated.

Initiative

- Self-starter. Asks for additional work. Respectfully suggests areas for improvement.
- Displays initiative consistently. Finds work to occupy time.
- Acts voluntarily in routine situations. May have to be encouraged to do tasks.
- Lacks initiative. Must be told frequently what to do.
- Not applicable/not evaluated.

Quality of Work

- Excellent: very few errors.
- Good: few errors.
- Satisfactory: has normal number of errors.
- Unsatisfactory: frequent errors.
- Not applicable/not evaluated.

Dependability

- Reliable in any situation.
- Reliable in most situations.
- Reliable in routine situations.
- Unreliable; requires close supervision.
- Often calls out/misses scheduled work hours.
- Not applicable/not evaluated.

Interpersonal Behavior

- Always works in harmony with others. Excellent team worker. Contributes to group relationships and effectiveness.
- Congenial and helpful. Works well with others. Seen as an asset in furthering cooperation and group harmony.
- Relations with others are harmonious under normal circumstances.
- Often argumentative with others.
- Uncommunicative and withdrawn to the point of having an adverse effect on the group.
- Not applicable/not evaluated.

Supervisor's Comments