



STUDENT WORKER EVALUATION BY SUPERVISOR

Student _____
 Department _____
 Supervisor _____

A # _____
 Term _____
 Date _____

| QUALITY | Unsatisfactory work performance | Needs improvement to meet work performance standards | Meets work performance standards | Exceeds work performance standards |
|---|---------------------------------|--|----------------------------------|------------------------------------|
| Student worker performs duties in an acceptable manner. | | | | |
| Student worker completes work with a minimum of errors. | | | | |

| QUANTITY | Unsatisfactory work performance | Needs improvement to meet work performance standards | Meets work performance standards | Exceeds work performance standards |
|---|---------------------------------|--|----------------------------------|------------------------------------|
| Student worker completes work/assignments in allotted time. | | | | |
| Student worker is productive with their work time. | | | | |

| WORK HABITS AND ATTITUDE | Unsatisfactory work performance | Needs improvement to meet work performance standards | Meets work performance standards | Exceeds work performance standards |
|--|---------------------------------|--|----------------------------------|------------------------------------|
| Student worker completes work in an organized manner. | | | | |
| Student worker looks for new ideas/methods to improve efficiency. | | | | |
| Student worker demonstrates an interest in the work performed. | | | | |
| Student worker demonstrates the skills, knowledge and abilities needed to perform efficiently at work. | | | | |
| Student worker uses good judgment in performing work duties. | | | | |
| Student worker accepts job responsibilities. | | | | |

| PUNCTUALITY | Unsatisfactory work performance | Needs improvement to meet work performance standards | Meets work performance standards | Exceeds work performance standards |
|--|---------------------------------|--|----------------------------------|------------------------------------|
| Student worker is on time. | | | | |
| Student worker complies with assigned hours of work. | | | | |

| DEPENDABILITY | Unsatisfactory work performance | Needs improvement to meet work performance standards | Meets work performance standards | Exceeds work performance standards |
|--|---------------------------------|--|----------------------------------|------------------------------------|
| Student worker attends to duties in the absence of the supervisor. | | | | |
| Student worker follows written and oral instructions in the performance of job duties. | | | | |
| Student worker is dependable and prepared for work on a daily basis. | | | | |

| RELATIONSHIPS WITH PEOPLE | N/A | Unsatisfactory work performance | Needs improvement to meet work performance standards | Meets work performance standards | Exceeds work performance standards |
|--|-----|---------------------------------|--|----------------------------------|------------------------------------|
| Student worker demonstrates effective communication skills . | | | | | |
| Student worker works effectively with other students. | | | | | |
| Student worker works effectively with the supervisor. | | | | | |
| Student worker works effective with Taft College employees. | | | | | |
| Student worker works effectively with the public. | | | | | |

| PROFESSIONALISM | Strongly Disagree | Needs improvement | Agree | Strongly Agree |
|---|-------------------|-------------------|-------|----------------|
| Student worker adheres to policies and procedures. | | | | |
| Student worker dresses appropriately for the position. | | | | |
| Student worker behaves in a manner conducive to a work environment. | | | | |

Comments (if any):

SUMMARY OF EVALUATION (mark one)

Not Satisfactory

Requires Improvement

Effective; Meets Standards

Signature of Student

Date

Signature of Supervisor

Date

Please submit a signed copy to the Financial Aid office