



STUDENT WORKER PERFORMANCE EVALUATION

Student Worker _____ A # _____
 Department _____ Position _____
 Supervisor _____ 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 skills, knowledge and abilities needed to perform work efficiently.				
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.				

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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.				

** Please attach a job description to this form and highlight any specific areas that need improvement.*

Comments (if any):

SUMMARY OF EVALUATION (mark one)

Not Satisfactory

Requires Improvement

Effective; Meets Standards

I would like to have this student for the next semester.	
I would like to request a new student for the position.	

I understand that a new student-worker may not be available to fill this position.

Signature of Student

Date

Signature of Supervisor

Date