



STUDENT WORKER SELF EVALUATION

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
I perform my duties in an acceptable manner.				
I complete my work with a minimum of number of errors.				

QUANTITY	Unsatisfactory work performance	Needs improvement to meet work performance standards	Meets work performance standards	Exceeds work performance standards
I complete my work/assignments in allotted time.				
I am productive with my work time.				

WORK HABITS AND ATTITUDE	Unsatisfactory work performance	Needs improvement to meet work performance standards	Meets work performance standards	Exceeds work performance standards
I complete my work in an organized manner.				
I look for new ideas/methods to improve efficiency.				
I demonstrate an interest in the work performed.				
I demonstrate skills, knowledge and abilities needed to perform work efficiently.				
I use good judgment in performing work duties				
I accept my job responsibilities.				

PUNCTUALITY	Unsatisfactory work performance	Needs improvement to meet work performance standards	Meets work performance standards	Exceeds work performance standards
I am on time.				

Please complete, review with and submit a copy to your supervisor to be forwarded to the Financial Aid office.

I comply 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
I attend to duties in the absence of the supervisor.				
I follow written and oral instructions in the performance of job duties.				
I am 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
I demonstrate effective communication skills.					
I work effectively with other students.					
I work effectively with the supervisor.					
I work effective with Taft College employees.					
I work effectively with the public					

PROFESSIONALISM	Strongly Disagree	Needs improvement	Agree	Strongly Agree
I adhere to policies and procedures.				
I dress appropriately for the position.				
I behave in a manner conducive to a work environment.				

Comments (if any): _____

Signature of Student

Date

Signature of Supervisor

Date