



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. | | | | |
|---------------------------------------|--|--|--|--|

| 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