



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 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.				

Please submit a copy to the Financial Aid office

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