MORGAN STATE UNIVERSITY
FEDERAL WORK STUDY PROGRAM ~ STUDENT EMPLOYEE EVALUATION FORM

Please evaluate the student worker in all of the following areas listed below. This evaluation will become a part of the student’s employment file. Please circle the best indicator that most accurately represents the rating in each category.

<table>
<thead>
<tr>
<th>STUDENT’S NAME:</th>
<th>POSITION TITLE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPARTMENT/AGENCY:</td>
<td>SUPERVISOR</td>
</tr>
<tr>
<td>PERIOD COVERED: (CIRCLE ONE)</td>
<td></td>
</tr>
<tr>
<td>FALL</td>
<td>SPRING</td>
</tr>
</tbody>
</table>

**RATING KEY**

1 - outstanding  
2 - above average  
3 - average  
4 - below average  
5 - needs improvement

**KNOWLEDGE**

1) Understanding of procedures and techniques
2) Ability to follow instructions

**QUALITY OF WORK**

1) Ability to do work accurately & thoroughly
2) Achievement of goals in the assigned work

**UTILIZATION OF TIME**

1) Planning & organizing of assigned work

**ATTITUDE**

1) Interest & enthusiasm
2) Effort
3) Receptiveness to criticism

**DEPENDABILITY**

1) Following through on assignments
2) Timeliness in completing assignments

**INITIATIVE**

1) Originates ideas
2) Ability to anticipate what needs to be done

**JUDGEMENT**

1) Ability to analyze a problem, develop alternatives, and arrive at a logical decision

**COMMUNICATION**

1) Ability to communicate effectively (written & verbal)

**COOPERATION**

1) Interaction with peers
2) Interaction with supervisor(s) and other staff

**OVERALL RATING**

1) Considering all of the criteria, rate the overall work of this employee

**ADDITIONAL COMMENTS**

**AUTHORIZED SIGNATURES**

By signing this evaluation, both parties (supervisor and student worker) have reviewed and discussed the employee’s performance. It does not necessarily indicate that the employee agrees with the evaluation.

______________________________________                   ___________________________________
Supervisor’s Signature                   Date

______________________________________                   ___________________________________
Student’s Signature                   Date