

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.

STUDENT'S NAME:		POSITION TITLE:	
DEPARTMENT/AGENCY:	SUPERVISOR	PERIOD COVERED: (CIRCLE ONE) FALL SPRING SUMMER	

RATING KEY	1 - outstanding	2 - above average	3 - average	4 - below average	5-needs improvement
KNOWLEDGE					
1) Understanding of procedures and techniques	1	2	3	4	5
2) Ability to follow instructions	1	2	3	4	5
QUALITY OF WORK					
1) Ability to do work accurately & thoroughly	1	2	3	4	5
2) Achievement of goals in the assigned work	1	2	3	4	5
UTILIZATION OF TIME					
1) Planning & organizing of assigned work	1	2	3	4	5
ATTITUDE					
1) Interest & enthusiasm	1	2	3	4	5
2) Effort	1	2	3	4	5
3) Receptiveness to criticism	1	2	3	4	5
DEPENDABILITY					
1) Following through on assignments	1	2	3	4	5
2) Timeliness in completing assignments	1	2	3	4	5
INITIATIVE					
1) Originates ideas	1	2	3	4	5
2) Ability to anticipate what needs to be done	1	2	3	4	5
JUDGEMENT					
1) Ability to analyze a problem, develop alternatives, and arrive at a logical decision	1	2	3	4	5
COMMUNICATION					
1) Ability to communicate effectively (written & verbal)	1	2	3	4	5
COOPERATION					
1) Interaction with peers	1	2	3	4	5
2) Interaction with supervisor(s) and other staff	1	2	3	4	5
OVERALL RATING					
1) Considering all of the criteria, rate the overall work of this employee	1	2	3	4	5
ADDITIONAL COMMENTS					
AUTHORIZED SIGNATURES					
<p>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.</p>					
<div style="border-top: 1px solid black; text-align: center;">Supervisor's Signature</div>			<div style="border-top: 1px solid black; text-align: center;">Date</div>		
<div style="border-top: 1px solid black; text-align: center;">Student's Signature</div>			<div style="border-top: 1px solid black; text-align: center;">Date</div>		