

MEDAILLE COLLEGE FEDERAL WORK-STUDY

STUDENT EMPLOYEE EVALUATION FORM

Student Name: _____

Department: _____ Job Title: _____

Please check the appropriate box:

4-Outstanding 3-Above Average 2-Average 1-Below Average

	4	3	2	1
Quality of work: Ability to do satisfactory work following procedures.				
Quantity of work: Volume of work done in a specified time.				
Comprehension: Knowledge of job-familiarity with procedures of job				
Reliability: Job completion, ability to get things done, conscientiousness				
Attitude toward work: Degree of enthusiasm and willingness to do work				
Judgment: Ability to make sound decisions				
Dependability: Punctuality and reliability in attendance				
Professionalism: Conducts self in a dignified, businesslike manner				
Cooperation: Ability to work with others in harmony				
Initiative: Interest in assuming additional responsibilities				
Potentialities: Ability to improve one's self within the job				
Leadership: Qualities of understanding and directing people				
Personal Appearance: Outward impression made				
Overall Rating: Consider all attributes				

Comments:

Review Date: _____

Supervisor's Signature: _____

Student's Signature: _____