

MARYWOOD UNIVERSITY
Scranton, PA 18509

WORK-STUDY STUDENT EVALUATION

Student's Name _____ Student's Position _____

Period of Time Student in Present Position: From _____ to _____

Supervisor _____ Department _____

In each section put a check mark next to the response which, in your opinion, most closely describes this student's work performance. Please discuss this evaluation with the student and encourage him/her to comment.

1. QUALITY OF WORK:

- Very careless work; usually untidy about work habits
- Work barely passable; errors frequent
- Average quality work; makes occasional errors; usually neat
- Work of good quality; errors uncommon
- Exceptionally neat and accurate; superior quality

2. QUANTITY OF WORK:

- Output consistently below regular standards
- Works slowly; rather low production
- Completes average amount of work
- Good productivity; volume of work more than satisfactory
- Consistently completes an exceptional amount of work

3. RELIABILITY:

- Totally unreliable
- Marginal reliability; requires occasional checking on routine tasks
- Usually can be depended upon but must be checked on more important matters
- Dependable; rarely requires follow-up once instructions are given
- Can be relied upon completely; merits utmost confidence

4. ATTITUDE:

- No interest in job; cooperates only when force is applied
- Marginal interest; occasionally uncooperative or unpleasant
- Good interest in work; usually cooperative and pleasant; accepts suggestions without resentment
- Above average interest in work; meets others halfway
- Superior interest in work; constructive attitude

5. PUNCTUALITY - ATTENDANCE:

- Completely undependable; often absent or late; does not call supervisor
- Undependable; may be absent or late without good reason, does not notify supervisor
- Dependable; notifies supervisor if unable to report
- Very dependable, has legitimate excuse when absent or late, notifies supervisor
- Totally dependable; absent or late only when unavoidable; notifies supervisor in advance when unable to report

6. TOTAL EVALUATION:

- Unsatisfactory
- Below Average (has potential to improve)
- Satisfactory (meets normal requirements)
- Above Average
- Excellent

Were you, or someone in your department, able to give this student on-the-job training in order to improve his/her skills and job performance? Please comment on your answer.

Yes No _____

ADDITIONAL SUPERVISOR COMMENTS:

Date _____ **Supervisor's Signature** _____

STUDENT COMMENTS:

This evaluation was discussed with me.

Date _____ **Student Assistant's Signature** _____