

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 _____