

ROSEMAN UNIVERSITY

OF HEALTH SCIENCES

Federal Work-Study Program Performance Evaluation

INSTRUCTIONS: The immediate supervisor will evaluate the student objectively, comparing the student with other students of comparable academic level, with other personnel assigned the same or similar jobs, or with individual standards.

Student: _____ Job Title: _____
 Supervisor: _____ Agency/Org or Unit: _____

Scoring Guide Key	1= Below Standards 2= Achieves Standards 3= Exceeds Standards	Score
JOB KNOWLEDGE: <i>The student possesses the skills and knowledge to perform the job competently and has the skills and proficiency to carry out assignments.</i>		
PRODUCTIVITY: <i>The volume of work produced is acceptable. Ability to organize and prioritize work; utilizes time well and fully meets deadlines.</i>		
QUALITY/ACCURACY: <i>The ability to complete work accurately and neatly to meet quality standards.</i>		
ACCOUNTABILITY: <i>The student holds self accountable for assigned responsibilities; sees tasks through to completion in a timely manner.</i>		
ATTITUDE: <i>Personal feeling and reaction towards the job; reaction to new tasks.</i>		
ADAPTABILITY AND RESOURCEFULNESS: <i>The ability to adjust to change with a minimum of discretion to productivity. Ability to contribute useful ideas for improved performance of the position.</i>		
PROFESSIONALISM/ATTENDANCE: <i>The student comes to work regularly without excessive unexpected absences, tardiness, excessive breaks, and/or leaving early.</i>		
COOPERATION AND TEAMWORK: <i>The student worked well within the team; promoted teamwork; gave timely responses to requests made by others; shared information and resources with others.</i>		
Scoring Guide Total		

1. List aspects of the student's performance that contributed to their effectiveness.

2. List aspects of the student's performance that require improvement for greater effectiveness.

Supervisor Signature: _____

Date: _____

Student Signature: _____

Date: _____