

Federal Work Study Student Work Performance Evaluation

University of South Florida

Instructions:

- Conduct an evaluation, using this form, with your student employee at the end of each semester.
- Offer an accurate assessment so the student employee can learn from their work experience. Be sure to note the positive as well as areas for improvement.
- Complete and sign the evaluation. Discuss it with the employee, provide them with a copy and keep a copy for your records.

DepartmentName: _____

Supervisor'sName: _____ Beginning Work Date: _____

Student's Name: _____ Ending Work Date: _____

EmployeeID: _____ USF ID: _____

DateEvaluationwasConducted: _____ For which semester: Fall Spring Summer

Describe the student employee's strengths:

What skills or work attributes need to be improved for future success:

List at least three contributions the student employee has made to your department this semester:

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JOB SKILLS	PERFORMANCE LEVEL			
Quality of Work Performed -Completed assignments are accurate -Carries out assignments to completion	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Unsatisfactory
Interest and Attitude Toward Work -Demonstrates interest and enthusiasm -Positive attitude toward learning new skills	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Unsatisfactory
Knowledge and Use of Required Skills to Perform the Job -Knowledge in using office equipment -Understands skills and necessary procedures to perform daily duties	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Unsatisfactory
Productivity -Amount of work performed consistent with job expectations	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Unsatisfactory
Dependability -Can be counted on to finish assignments and follow through on commitments	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Unsatisfactory
Interpersonal Skills -Pleasant personality, able to effectively communicate with co-workers and others served by the office	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Unsatisfactory
Ability to Work with Others -Effectively interacts with others in performing daily duties	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Unsatisfactory
Punctuality/Regular Work Attendance -Routinely reports to work on time -Routinely shows up to work as scheduled	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Unsatisfactory
Appropriate Appearance/Dress for the Position -Adheres to office dress code -Dresses appropriately for the job	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Unsatisfactory
Adherence to Office & University Policies & Procedures -Demonstrates adherence to performing duties that are consistent with stated office and USF policies.	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Unsatisfactory
OVERALL EVALUATION OF WORK PERFORMANCE FOR THE SEMESTER	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Unsatisfactory

Supervisor's Signature: _____ Date: _____

Employee's Comments:

Employee's Signature: _____ Date: _____

Signature of higher-level supervisor (dean/director/designee) if overall performance rating is unsatisfactory.

Signature & Title: _____ Date: _____