

## Work-Study Evaluation Form

As with any employee, you are required to evaluate the student's performance. I would like to request that you complete an evaluation form for each student assistant you supervise **once** a semester. (If you are unable to do one this frequently, then complete one at least once a year.) Use this evaluation form as a positive training tool when working with your student. This will enable the student worker to grow in their employment experience here at TSJC.

Please keep a copy of the completed evaluation for your files and use this as a tool to refer to when you are asked to provide a recommendation on behalf of your student worker.

	Unsatisfactory	Can Improve	Satisfactory	Excellent
Shows up to work on time and is dependable.				
If unable to work during a scheduled time, calls to notify supervisor or asks permission in advance for leave time.				
Dresses appropriately for work assignment.				
Is pleasant and helpful to customers, students, and/or clients on the telephone.				
Is pleasant and helpful to customers, students, and/or clients when they enter the work site or office.				
When given an assignment, completes work correctly (or asks questions when unsure) and in a timely manner (doesn't take forever for one task).				
Takes constructive criticism positively and tries to improve on his/her performance.				
Does not waste time while on the job (i.e., talking on cell phone, visiting with friends, forgetting to come back to the work place after task is completed.)				
Other Comments:				

\_\_\_\_\_  
Work-Study's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date