

**Emory University Federal Work-Study Program
Student Employee Evaluation Form**

Student Employee: _____ Job Title: _____

Department: _____ Dates Employed: _____

List the principal functions or duties of the student and rate accordingly:

Principal Function	Superior	Commendable	Satisfactory	Unsatisfactory

Additional Work-Related Factors:

Attendance/Promptness/Dependability				
Initiative				
Receptivity to Suggestions of Supervisor				
Ability to Work Autonomously				
Other				

OVERALL EVALUATION				
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Would you consider rehiring this person? ___ Yes ___ No

Comments: _____

Student Employee's Signature

Supervisor's Signature

Date

Date

SUPERIOR - Work consistently exceeds standards, is normally completed ahead of schedule. Called upon for assignments, advice, training of others.
COMMENDABLE - Work often exceeds standards. Understands both routine and non-routine aspects of job. Errors are rare. Seeks new tasks.
SATISFACTORY - Work is generally accurate and complete. Willing to take on additional tasks when asked.
UNSATISFACTORY - Work is often substandard with frequent errors. Requires repeated instruction on routine tasks. Reluctant to accept new tasks.