

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

Student Employee: _____ Job Title: _____
 Department: _____ Dates Employed: _____

List the principal functions or duties of the student and rate them 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

DEFINITION OF RATINGS

SUPERIOR

Work consistently exceeds standards and is normally completed ahead of schedule. Consistently called upon for assignments, advice and training of others.

COMMENDABLE

Work often exceeds standards. Understands both routine and non-routine aspects of job. Errors are rare and often seek new tasks and assignments.

SATISFACTORY

Work is generally accurate and complete. Willing to take on additional tasks when asked.

UNSATISFACTORY

Work is often below standards with frequent errors. Requires frequent instruction on routine tasks, and reluctant to accept additional tasks.