

WORK-STUDY EMPLOYEE PERFORMANCE EVALUATION

Employees should be evaluated at least once during the academic year. If problems arise, additional evaluations could be indicated. All employers are expected to use this form when evaluating their employees. The Campus Work-Study Coordinator must receive copies of all evaluations.

Student Name:	Student's NOVA ID:
Division/Department:	Supervisor:

Please evaluate the student according to the following criteria, offering additional comments where appropriate:

- | | |
|--------------------|---|
| 1 = Unsatisfactory | Does not meet expectations |
| 2 = Below Average | Meets some expectations but needs improvement |
| 3 = Satisfactory | Meets expectations, but does not exceed them |
| 4 = Very Good | Exhibits above average performance |
| 5 = Exceptional | Exhibits superior performance |

1 2 3 4 5 **Productivity:** Student completes assignments in a timely manner, performs high quality work that is accurate and thorough, and manages time effectively.

1 2 3 4 5 **Punctuality:** Student is responsible, dependable, and punctual, has good attendance, and notifies supervisor if he/she will be late or unable to work.

1 2 3 4 5 **Attitude Towards Work:** Student is enthusiastic, interested, diligent, courteous, and willing to work on difficult or disagreeable tasks.

1 2 3 4 5 **Communication Skills:** Student expresses thoughts clearly and is professional in dealing with both co-workers and the public.

1 2 3 4 5 **Initiative:** Student asks for work if not assigned and is able to work independently.

1 2 3 4 5 **Creativity:** Student is innovative, accomplishes tasks in creative ways, and offers suggestions for new or better methods of operation.

1 2 3 4 5 **Relationships with Others:** Student is tactful, diplomatic, and maintains good working relationships with co-workers, supervisor, faculty, and staff.

1 2 3 4 5 **Overall Contribution:** Student contributes overall to improving the division/department.

Additional Comments

1. Does your department/division provide any educational opportunities? If so, how did the student take advantage of them?

2. Please identify some of the student's strengths and weaknesses, offering any suggestions for improvement.

3. If the student is eligible and returning to NOVA for the coming year, I wish to hire this student again for similar work within my department. Yes No

Why or why not _____

Please discuss the performance appraisal with the student and sign below. The student's signature is optional, but encouraged. Make two copies. Forward the original performance appraisal to the Campus Work-Study Coordinator. Retain one copy for your file and provide one copy to the student.

Work-Study Employee Signature

Date

Work-Study Supervisor Signature

Date