

**UNIVERSITY OF KENTUCKY
FEDERAL WORK STUDY
STUDENT EVALUATION FORM**



Complete the following annual evaluation. Return the original copy to the **Federal Work Study Office in Room 128 Funkhouser Building 0054**. Retain a copy for your files.

Section 1: Student and Department Information

| | |
|--------------|------------------------|
| Student Name | Social Security Number |
| Department | Supervisor Name |

Section 2: Employee Evaluation

Evaluate the student employee according the following criteria and then discuss the evaluation with the student. Lines are provided for any additional comments you may wish to make. Both supervisor and employee should sign this form as indicated in Section 3. If the student was not under your employment long enough to evaluate then indicate this under the comment section.

FOR ACADEMIC YEAR _____

| CRITERIA | Excellent | Good | Fair | Poor |
|----------------------|--|--|--|--|
| Quality of Work | <input style="width: 80%;" type="text"/> | <input style="width: 80%;" type="text"/> | <input style="width: 80%;" type="text"/> | <input style="width: 80%;" type="text"/> |
| Quantity of Work | <input style="width: 80%;" type="text"/> | <input style="width: 80%;" type="text"/> | <input style="width: 80%;" type="text"/> | <input style="width: 80%;" type="text"/> |
| Reliability | <input style="width: 80%;" type="text"/> | <input style="width: 80%;" type="text"/> | <input style="width: 80%;" type="text"/> | <input style="width: 80%;" type="text"/> |
| Attitude toward Work | <input style="width: 80%;" type="text"/> | <input style="width: 80%;" type="text"/> | <input style="width: 80%;" type="text"/> | <input style="width: 80%;" type="text"/> |
| Cooperation | <input style="width: 80%;" type="text"/> | <input style="width: 80%;" type="text"/> | <input style="width: 80%;" type="text"/> | <input style="width: 80%;" type="text"/> |
| Initiative | <input style="width: 80%;" type="text"/> | <input style="width: 80%;" type="text"/> | <input style="width: 80%;" type="text"/> | <input style="width: 80%;" type="text"/> |
| Overall Rating | <input style="width: 80%;" type="text"/> | <input style="width: 80%;" type="text"/> | <input style="width: 80%;" type="text"/> | <input style="width: 80%;" type="text"/> |

Comments:

Section 3: Signatures – Both supervisor and employee should sign where indicated. If the student is not available for signature, please indicate

| | |
|----------------------|------|
| Supervisor Signature | Date |
|----------------------|------|

Student Authorization: My employer has discussed this evaluation with me and I have reviewed it. I authorize the release of information on this evaluation to potential future employers

| | |
|-------------------|------|
| Student Signature | Date |
|-------------------|------|