



Federal Work-Study Student Employee Evaluation

Instructions: This form is to be **completed by the supervisor** and discussed with the student. A copy should be given to the student and the original sent by the liaison to the Office of Student Financial Aid. For each category below circle the number that best describes the student's work habits and performance

Student's Full Name _____

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Student's UGA ID Number _____

Supervisor's Name _____

Liaison's Name _____

Department _____

Date _____

	1 = Needs Improvement	2	3 = Satisfactory	4	5 = Excellent
Adheres to set schedule	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	5 <input type="radio"/>
Arrives at work on time	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	5 <input type="radio"/>
Contacts supervisor if running late or unable to work	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	5 <input type="radio"/>
Pays attention to details	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	5 <input type="radio"/>
Notifies what needs to be done and does it without being asked	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	5 <input type="radio"/>
Listens carefully to instruction	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	5 <input type="radio"/>
Maintains positive, helpful attitude	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	5 <input type="radio"/>
Neat appearance/appropriate attire	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	5 <input type="radio"/>

Would you re-employ this student through the FWS program? Yes No

Supervisor's Comments

Supervisor's Signature _____

Date _____

Student's Response/Comments

Student's Signature _____

Date _____