



**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 \_\_\_\_\_

**81**

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 \_\_\_\_\_