College Work-Study Program Performance Evaluation

Name: _____   *my*UH ID: _____

Phone Number: _____   Semester/Year: _____

Dept./Agency: _____

Supervisor: _____

Location/Address: _____

INSTRUCTIONS: The immediate supervisor will evaluate the student objectively, comparing the student with other students of comparable academic level, with other personnel assigned the same or similar jobs, or with individual standards. Please indicate a checkmark for each section that expresses your overall judgment for that category.

JOB KNOWLEDGE

☐ Fully understands job duties

☐ Better than average understanding of job

☐ Average understanding of job workload

☐ Has difficulty understanding job requirements

☐ Does not show necessary skills (unsatisfactory)

PRODUCTIVITY

☐ Exceeds requirements of job

☐ Exceeds requirements for output output

☐ Meets average requirement of workload

☐ Barely meets minimum requirements

☐ Work productivity unsatisfactory

QUALITY/ACCURACY OF WORK

☐ Excellent enthusiasm

☐ Very good industrious

☐ Average diligence & interest

☐ Below average/ indifferent

☐ Very poor/ lack of interest

ABILITY TO LEARN

☐ Outstanding

☐ Learns very quickly

☐ Average in learning

☐ Rather slow to learn

☐ Very slow to learn

ATTITUDE-APPLICATION TO WORK

☐ Outstanding in enthusiasm

☐ Very interested & industrious

☐ Average in diligence & interest

☐ Somewhat indifferent

☐ Definitely not interested

JUDGMENT

☐ Exceptionally mature

☐ Above average in making decisions

☐ Usually makes the right decision

☐ Often uses poor judgment

☐ Consistently uses bad judgment

Name: _____   *my*UH ID: _____

DEPENDABILITY

☐ Completely dependable

☐ Above average

☐ Usually dependable

☐ Sometimes neglectful or careless

☐ Below average or careless

ATTENDANCE

☐ Excellent

☐ Very good

☐ Average

☐ Below average

☐ Very poor

PUNCTUALITY

☐ Excellent

☐ Very good

☐ Average

☐ Below average

☐ Very poor

RELATIONS WITH OTHERS

☐ Exceptionally well accepted

☐ Works well with others

☐ Gets along satisfactorily

☐ Has some difficulty working with others

☐ Works very poorly with others

PLEASE LIST SPECIFIC SKILLS OR WORK FUNCTIONS THE STUDENT HAS LEARNED TO DO SUCCESSFULLY:

_____

_____

_____

_____

Would you recommend this student for future employment at the University of Houston or at another firm?

☐ YES   ☐ NO

Why?

_____

_____

_____

_____   _____   _____   _____
Immediate Supervisor Signature   Date   Student Signature   Date