



University of Houston – Central Campus
Scholarships & Financial Aid
College Work-Study Program Performance Evaluation

Name: _____ PS ID _____
 Number: _____
 Semester/Year: _____
 Dept/Agency: _____
 Supervisor: _____
 Location: _____

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. Place an X on the line for the category which expresses your overall judgment of each quality.

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
- ___ 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

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 – Central Campus or another firm? YES _____ NO _____

WHY? _____

SIGNED: _____

DATE: _____
IMMEDIATE SUPERVISOR

SIGNED: _____

DATE: _____
STUDENT