



2025-2026

## Work Study Performance Evaluation

Name of Employee: \_\_\_\_\_ Position Title: \_\_\_\_\_

Employer/Supervisor Name: \_\_\_\_\_ Period of Review (From-To): \_\_\_\_\_

5 - Excellent 4 - Very Good 3 - Satisfactory 2 - Needs Improvement 1 – Unsatisfactory

### 1. Quality of Work: How accurate, neat, and complete is the individual's work?

*Examples or reasons for this rating:*

### 2. Productivity: Does the individual produce an acceptable quantity of work?

*Examples or reasons for this rating:*

### 3. Adaptability: How does the individual adjust to change? (Consider ability to learn quickly.)

*Examples or reasons for this rating:*

**4. Dependability: How reliable is the individual in performing work assignments and carrying out instructions?** (Consider the degree of supervision required and willingness to take on responsibilities.)

*Examples or reasons for this rating:*

**5. Initiative and Resourcefulness: Does the individual see things to be done and take action?** (Consider ability to be a self-starter.)

*Examples or reasons for this rating:*

**6. Judgment: Does the individual exercise ability to decide the best course of action when a choice must be made?** (Consider ability to evaluate facts and make sound decisions using reasoning to identify, solve, and prevent problems.)

*Examples or reasons for this rating:*

**7. Relationships with People: Does the individual work effectively with others?**

(Consider respect and courtesy shown to others, how attitude affects the work area and willingness to accept supervision.) **Are apparel, manners, and sociability appropriate?**

*Examples or reasons for this rating:*

**8. Attendance and Punctuality: How reliable is an individual in reporting to work and staying on the job?**(Consider arrival times, observance of time limits for breaks and lunches, and patterns of sick leave.)

*Examples or reasons for this rating:*



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**This performance evaluation was discussed with me on the date noted below. I understand that my signature attests that I have had an opportunity to respond to this evaluation in a timely manner and have/have not chosen to provide comments.**

*Employee Response:*

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Evaluator's Signature: \_\_\_\_\_

Date: \_\_\_\_\_