



# Lake Superior State University

## STUDENT WORK EVALUATION

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

Department \_\_\_\_\_ Semester/Year \_\_\_\_\_

No basis  
to evaluate

<b>1. Accuracy</b>				
<input type="checkbox"/> Exceptional.	<input type="checkbox"/> Very few errors, maintains high standards.	<input type="checkbox"/> Steady, careful work, usually acceptable.	<input type="checkbox"/> Frequent errors.	<input type="checkbox"/>
Comments: _____				
<b>2. Punctuality</b>				
<input type="checkbox"/> Begins working on time.	<input type="checkbox"/> At work station on time.	<input type="checkbox"/> Usually on time.	<input type="checkbox"/> Frequently late.	<input type="checkbox"/>
Comments: _____				
<b>3. Absences</b>				
<input type="checkbox"/> Never absent.	<input type="checkbox"/> Arranges for absences in advance.	<input type="checkbox"/> Often absent.	<input type="checkbox"/> Does not report absences.	<input type="checkbox"/>
Comments: _____				
<b>4. Ability to Follow Instructions</b>				
<input type="checkbox"/> Comprehends quickly. Carries out instructions well.	<input type="checkbox"/> Follows directions carefully.	<input type="checkbox"/> Carries out instructions generally.	<input type="checkbox"/> Repeated instructions necessary Often misinterprets instructions.	<input type="checkbox"/>
Comments: _____				
<b>5. Quantity of Work</b>				
<input type="checkbox"/> Accomplishes unusually high volume of work.	<input type="checkbox"/> Rapid worker; usually ahead of schedule.	<input type="checkbox"/> Accomplishes most assigned tasks.	<input type="checkbox"/> Quantity is low. Slow worker.	<input type="checkbox"/>
Comments: _____				
<b>6. Judgment</b>				
<input type="checkbox"/> Sound, mature judgment. Makes decisions readily.	<input type="checkbox"/> Good judgment on majority of problems.	<input type="checkbox"/> Slow worker but exercises good judgment.	<input type="checkbox"/> Indecisive or makes poor decisions.	<input type="checkbox"/>
Comments: _____				
<b>7. Initiative/Independence</b>				
<input type="checkbox"/> Is creative in work performance; self-starter.	<input type="checkbox"/> Finds new ways to organize and perform assigned work.	<input type="checkbox"/> Looks for useful work; handles new tasks with skill.	<input type="checkbox"/> Performs only tasks assigned.	<input type="checkbox"/>
Comments: _____				

8. What is your evaluation of the overall performance for which the student was hired?  Outstanding  Satisfactory  Unsatisfactory

9. Would you like this student to continue in your employ?  Yes  No Has this student shown improvement?  Yes  No

10. Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_