**Supervisor’s Evaluation of Students**

**Directions**: The immediate supervisor will evaluate the student objectively, not comparing him/her with other students, but according to the job requirements. Circle the one that is the most appropriate. Once completed, return to the **Office of Student Employment**.

Rating: Excellent(1) Average(3) Poor(5) Above Average(2) Marginal(4) Grade- Passing OR Unsatisfactory

Student’s Name: ID#: Date: \_\_\_\_\_\_\_\_\_

Job Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Semester \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Weekly Hours \_\_\_

**Relations With others Dependability**

Exceptionally well accepted 1 Completely dependable 1

Works well with others 2 Above average in dependability 2

Gets along satisfactorily 3 Usually dependable 3

Has some difficulty working 4 Sometimes neglectful or careless 4

Works very poorly with others 5 Unreliable 5

Comments\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Comments\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Attitude Application to Work Ability To Learn**

Outstanding in enthusiasm 1 Learns very quickly 1

Very interested and industrious 2 Learns readily 2

Average in diligence and industrious 3 Average in learning 3

Somewhat indifferent 4 Rather slow in learning 4

Definitely not interested 5 Does not learn 5

Comments\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Comments\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Judgment Quality of Work**

Exceptionally mature 1 Excellent 1

Above average in making decision 2 Very Good 2

Usually makes the right decision 3 Average 3

Often uses poor judgment 4 Below average 4

Consistently uses poor judgment 5 Very poor 5

Comments\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Comments\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Quantity of Work Overall Performance**

Excellent 1 Outstanding 1

Very good 2 Very good 2

Average 3 Average 3

Below Average 4 Below average 4

Very Poor 5 Unsatisfactory 5

**Attendance** 1 2 3 4 5 Comments\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Punctuality**  1 2 3 4 5 Comments\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Has This Report Been Discussed With The Student? \_\_\_\_\_ Yes \_\_\_\_\_ No

Rated By\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Head \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_