

WORK-STUDY EMPLOYEE PERFORMANCE EVALUATION

Supervisors should use this form to evaluate work-study students at the end of each semester they work. This should supplement the coaching and constructive feedback supervisors give their students throughout the semester and provide an additional opportunity to contribute to the student's professional development. Please take this opportunity to discuss the student's progress, set goals, and review expectations.

Student's Name:	Student's NOVA ID:
Division/Department:	Supervisor:

Please evaluate the student according to the following criteria and offer additional comments as appropriate:

- 1 = Unsatisfactory Does not meet expectations
- 2 = Below Average Meets some expectations but needs improvement
- 3 = Satisfactory Meets expectations, but does not exceed them
- 4 = Very Good Exhibits above average performance
- 5 = Exceptional Exhibits superior performance

1 2 3 4 5 **Productivity:** Student completes assignments in a timely manner, performs high quality work that is accurate and thorough, and manages time effectively.

1 2 3 4 5 **Punctuality:** Student is responsible, dependable, and punctual, has good attendance, and notifies the supervisor if he/she will be late or unable to work.

1 2 3 4 5 **Attitude Towards Work:** Student is enthusiastic, interested, diligent, courteous, and willing to work on difficult or disagreeable tasks.

1 2 3 4 5 **Communication Skills:** Student expresses thoughts clearly and is professional in dealing with both co-workers and the public.

1 2 3 4 5 **Initiative:** Student asks for work if not assigned and is able to work independently.

1 2 3 4 5 **Creativity:** Student is innovative, accomplishes tasks in creative ways, and offers suggestions for new or better methods of operation.

1 2 3 4 5 **Relationships with Others:** Student is tactful, diplomatic, and maintains good working relationships with co-workers, supervisor, faculty, and staff.

1 2 3 4 5 **Overall Contribution:** Overall, the student contributes to improving the division/department.

Additional Comments:

1. Please identify some of the student's strengths and summarize some of the results achieved.
2. Please discuss any areas for improvement or development and offer any suggestions you may have for the student.
3. If the student remains eligible to continue working and if work-study funding is available, please provide an overview of some projects, tasks, and goals you would like the student to work on during the upcoming semester. *

Please discuss the performance evaluation with the student and sign below. Supervisors should retain one copy for their file and provide one copy to the student.

Work-Study Employee Signature: _____ **Date:** _____

Work-Study Supervisor Signature: _____ **Date:** _____

**A new Work-Study Agreement (NVCC Form 125-175) must be approved by the Financial Aid Office in order for the student to continue working after the last day of the spring semester or after the last day of the summer semester.*

However, students who originally had a fall/spring Work-Study Agreement approved do not need to submit a new Work-Study Agreement at the end of the fall semester to continue working during the spring semester as long as they take at least six credits in the spring and continue to meet the satisfactory academic progress requirements. Students must stop working if their enrollment falls below six credits or once they earn their work-study award for the semester.

Please contact your Campus Work-Study Coordinator if you have any questions.