



California State University
Dominguez Hills

Financial Aid Office • Carson CA 90747 • (310) 516-3647 • FAX (310) 516-4498

EVALUATION RATING FOR COLLEGE WORK-STUDY AND STUDENT ASSISTANT EMPLOYEES

(Complete document in triplicate and return to Payroll Office)

Name of Student _____ Social Security No. _____ Class Level (Fr, Sr, Etc.) _____

Department/Agency _____ Dates of Employment: From: _____ To: _____

Student's Job Title _____ Class: _____ Step: _____

Brief Description of Duties: _____

Please evaluate each student employee for each criterion shown below. If the section does not apply, or if you lack sufficient information, please check the column marked "N" for "no evaluation". Check each characteristic as follows: A-Superior, B-Above Average/Good; C-Average; D-Below Average; E-Poor/unsatisfactory.

		N	A	B	C	D	E
DEPENDABILITY & COOPERATION:	Trustworthy, punctual, reliable, responsible, works cooperatively with fellow employees, supervisor.						
QUALITY OF WORK:	Work is accurate, thorough; acceptable, uses materials and time economically; eager to improve.						
PERSONAL APPEARANCE:	Neat, clean, suitably dressed, poised.						
ATTITUDE TOWARD WORK:	Is courteous, cheerful, interested; willing to work at difficult or disagreeable tasks; takes instructions cheerfully.						
QUANTITY OF WORK:	Has ability to do a comparatively large amount of work of above average quality; has ability to work under pressure.						

Would you re-employ this student? YES NO

Reason for leaving: Student's Request Student's Performance Unsatisfactory
 Student has exhausted College Work-Study Entitlement
 Student's Entitlement was modified or canceled by Financial Aid

Additional Comments: _____

Signature of Supervisor

Date

"This evaluation has been explained to me and I understand the contents. I also understand that my signature does not necessarily indicate my agreement/concurrence with the above evaluation".

Check this box if you authorize the above information to be released to future employers for reference purposes.

Signature of Student

Date

COPIES: White (PAYROLL), Yellow (Department), Green (Student)