

East San Gabriel Valley Regional Occupational Program and Technical Center

FEDERAL WORK STUDY STUDENT (FWS) EMPLOYEE PERFORMANCE EVALUATION REPORT

Student:	Classification: FWS
Date of Evaluation:	Program/Location:
Evaluation Period: _____ to _____	Evaluator:

Type of Evaluation: 2 mo. 5 mo. Annual Special

INSTRUCTIONS:

Give your evaluation as to how the Federal Work Study (FWS) Student has performed relative to each factor listed. Concentrate on one factor at a time and circle the appropriate rating. Use the comments and suggestions section to explain or qualify your rating.

Rating Scale: 1 – Unsatisfactory; 2 – Needs Improvement; 3 – Satisfactory; 4 – Strong; 5 – Outstanding; N/A - Not Applicable

EVALUATION AREA	RATING	COMMENTS & SUGGESTIONS
1. QUALITY OF WORK		
A. Knowledge of job responsibilities	1 2 3 4 5 N/A	
B. Accuracy and acceptability of work	1 2 3 4 5 N/A	
C. Communicative Skills: Oral	1 2 3 4 5 N/A	
Written	1 2 3 4 5 N/A	
D. Thoroughness of work	1 2 3 4 5 N/A	
E. Record keeping (Timeliness and accuracy of records and data collection)	1 2 3 4 5 N/A	
F. Volume of Work (as related to job requirements)	1 2 3 4 5 N/A	
G. Plans and organizes workload effectively	1 2 3 4 5 N/A	
H. Follows schedules	1 2 3 4 5 N/A	
2. WORK HABITS AND ATTITUDE		
A. Enthusiasm (exhibits positive and cooperative attitude)	1 2 3 4 5 N/A	
B. Ability to work independently (as required)	1 2 3 4 5 N/A	
C. Adherence to ESGVROP/TC policies and procedures	1 2 3 4 5 N/A	
D. Knowledge and practice of safety rules	1 2 3 4 5 N/A	
E. Maintains a tidy, efficient work area	1 2 3 4 5 N/A	
3. PERSONAL CHARACTERISTICS		
A. Dependable	1 2 3 4 5 N/A	
B. Punctual	1 2 3 4 5 N/A	
C. Adaptability	1 2 3 4 5 N/A	
D. Accepts Direction	1 2 3 4 5 N/A	
E. Professional Appearance	1 2 3 4 5 N/A	
F. Decision Making	1 2 3 4 5 N/A	

1. What are the Federal Work Study (FWS) Student Employee's areas of greatest strength? Specify examples of outstanding performance and qualities, which should be maintained and continued.

2. In what areas does the Federal Work Study (FWS) Student Employee need to improve performance and what steps should be taken by the Federal Work Study (FWS) Student to improve performance? (Give specific examples.)

3. Additional comments:

OVERALL PERFORMANCE RATING

The overall rating must be consistent with factor ratings, comments, and the follow-up conference. There is no formula in computing the overall rating and it need not be an average of the performance factors.

(Rating Scale: 1 – Unsatisfactory; 2 – Needs Improvement; 3 – Satisfactory; 4 – Strong; 5 – Outstanding)

OVERALL RATING:

Federal Work Study (FWS) Student Employee's Signature _____ Date _____
(My signature indicates that I have discussed this evaluation with my supervisor and have received a copy.)

Federal Work Study (FWS) Student Employee's Comments:

Evaluator's/Supervisor's Signature _____ Date _____

Date Received for filing in Personnel Department _____

<i>Distribution: ORIGINAL: Personnel Department; Copy 1 Supervisor; Copy 2 Employee</i>
