



**LaGuardia Community College – Student Financial Services (SFS)
FEDERAL WORK-STUDY**

Evaluation Form

Name of Student: _____

Department/Agency: _____

Job Title/Classification: _____

Start Date _____ End Date _____

	Excellent	Above Average	Satisfactory	Un- Satisfactory
Quality of Work -Consider accuracy & neatness				
Quantity of Work -Consider volume of work produced				
Cooperation -Consider interaction with staff				
Punctuality -Consider attendance				
Dependability -Consider amount of supervision required				
Ability to Learn - Consider ability to understand and retain info.				
Initiative - Consider originality & resourcefulness				
Growth - Consider improvement				
Attitude - Consider ability to accept supervision				
Objectivity to Criticism - Consider ability to accept criticism				

Overall Rating:

Unsatisfactory Needs Improvement Satisfactory Surpassed Expectation

1. Do you expect student to return to your department for the up-coming semester?
2. Would you like student to return to your department?
3. Would you consider hiring this student as a full-time employee for Co-op internship?

Comments:

Supervisor's Signature _____ Date _____

This evaluation should be discussed with the student.

Student's Signature _____ Date _____