

**LETS Program**

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Building 2

Eugene, OR 97405-0640

**LETS Program Student Worker Evaluation Form**

Student's Name		Supervisor & Department	
Student Worker Job Title		Term & Year	

Using the rating system below, please mark appropriate boxes to evaluate your student employee. Not all evaluation criteria apply to every LETS Program position. If an evaluation factor cannot be rated objectively, mark the NE (No Evaluation) box.

1 - Outstanding 2 - Above Average 3 - Average 4 - Below Average NE - No Evaluation

EVALUATION CRITERIA	EVALUATE HOW WELL YOUR STUDENT EMPLOYEE MEETS THESE EVALUATION CRITERIA	Rating
Quality of Work	Ability to do satisfactory work following specified procedures.	
Quantity of Work	Ability to complete a satisfactory amount of work and meet specific standards within the time allowed.	
Comprehension	Ability to grasp essential job knowledge and build on and execute tasks based upon this knowledge.	
Reliability	Commitment to completing tasks conscientiously.	
Attitude Toward Work	Enthusiasm and willingness to perform job tasks.	
Judgment	Ability to make sound decisions.	
Attendance	Consistent punctuality. Informs of planned or unplanned absences. Regularly attends scheduled shifts.	
Professionalism	Ability to conduct self in a dignified, businesslike manner.	
Cooperation	Ability to work harmoniously with others.	
Initiative	Interest in assuming added responsibilities.	
Potential	Ability to improve within the job situation.	
Leadership	Ability to understand and direct others.	
Personal Appearance	Employee presents a neat and clean appearance.	
OVERALL EVALUATION	Overall performance of student employee.	

GENERAL COMMENTS: A narrative is required if a student employee's overall evaluation is Outstanding (1) or Below Average (4).

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You are encouraged to discuss areas of improvement with your student worker. Suggested areas of improvement for the student worker:

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Do you plan to or have you already discussed this form with your student worker?		Wage increase recommended?	
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Note: A student worker is eligible to receive a pay increase to \$9.00 after the worker has completed two full consecutive terms. This is the highest a LETS Program student worker can earn. Also, student workers at LCC can only work 9 terms in the Learn and Earn or LETS Programs.

Supervisor Signature		Date	
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