

**University of New Haven  
Student Work Performance Appraisal**

**Please complete this report and return it to the Financial Aid Office no later than  
It will become a permanent part of the student's employment  
record and financial aid file.**

Name of student: \_\_\_\_\_

Period of evaluation from: \_\_\_\_\_ to \_\_\_\_\_

Department: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Type of position: \_\_\_\_\_ Bursary \_\_\_\_\_ Graduate Assistant \_\_\_\_\_ Federal Work Study

Job description/duties: \_\_\_\_\_

If the description below does not apply to the student's job, please use N/A.

	Exceptional	Good	Satisfactory	Needs Improvement	Unsatisfactory
Attendance					
Punctuality					
Effort					
Follows Instructions					
Handles Responsibility					
Works Independently					
Shows Initiative					
Interacts with Co-workers					
Interacts with Public					
Performance of Duties					

Additional comments: \_\_\_\_\_

Supervisor signature: \_\_\_\_\_ Date: \_\_\_\_\_

I have discussed this evaluation with my supervisor and understand that this information will be kept in my financial aid file. I also understand that this information will be used if/when verification and evaluation of my past employment is requested from a future employer and may be released with my signed permission through that employer/verifying agency.

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_