

Bristol Community College
Federal Work Study and Student Employment Program
Termination Notice

We have been notified that the individual listed will no longer be working.

- 1. Please complete the information requested below.*
- 2. Complete the Evaluation Form..*
- 3. Return this form to the Financial Aid Office.*

Thank you.

Student _____

Supervisor _____

Last Date Student Reported to Work: _____

Reason for Termination:

- _____ Voluntary termination on the part of the student
- _____ Students requests transfer to another area
- _____ Student never reported to work
- _____ Supervisor dissatisfied with student's performance

Supervisor Comments:

Supervisor Signature _____ Date _____

BRISTOL COMMUNITY COLLEGE
Federal Work Study/Student Employment Programs
STUDENT EMPLOYEE EVALUATION

RETURN THIS COMPLETED FORM TO THE FINANCIAL AID OFFICE

Student Name _____

Supervisor Name _____

Type of Work Performed _____

Please evaluate this employee by circling the appropriate code:

A	B	C	D	E	N
<i>Outstanding</i>	<i>Above average</i>	<i>Average</i>	<i>Needs improvement</i>	<i>Unsatisfactory</i>	<i>Not applicable</i>

Job Knowledge

Understands procedures	A	B	C	D	E	N
Ability to follow instructions	A	B	C	D	E	N

Initiative

Originates ideas	A	B	C	D	E	N
Anticipates what needs to be done	A	B	C	D	E	N

Quality of Work

Works accurately and thoroughly	A	B	C	D	E	N
Achieves goals at work	A	B	C	D	E	N

Judgment

Ability to analyze a problem, develop alternatives, and arrive at a logical decision	A	B	C	D	E	N
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Utilization of Time

Planning and organizing.	A	B	C	D	E	N
Ability to prioritize	A	B	C	D	E	N
Ability to meet deadlines	A	B	C	D	E	N

Cooperation

Interaction with peers	A	B	C	D	E	N
Interaction with supervisor	A	B	C	D	E	N

Attitude

Interest and enthusiasm.	A	B	C	D	E	N
Effort	A	B	C	D	E	N
Receptive to criticism	A	B	C	D	E	N

Communication

Ability to communicate effectively - written	A	B	C	D	E	N
Ability to communicate effectively - verbal	A	B	C	D	E	N

Dependability

Follows through on assignments	A	B	C	D	E	N
Informs supervisor of significant matters	A	B	C	D	E	N

Attendance

Arrives when scheduled.	A	B	C	D	E	N
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Supervisor's Signature _____ Date _____

OPTIONAL: I have reviewed this evaluation.

Student's Signature _____ Date _____