RESET FORM

LEEWARD COMMUNITY COLLEGE

STUDENT PROGRESS REPORT

(For all on-campus student employment)

Human Resources Office

Name_____
(Last) (First)

Dept/Division/Unit_____ Fall☐ Spring☐ S.S.☐
(C H E C K O N E)

Job Title_____ Position No._____ Range/Step_____

Funds: CWSP (F-1)☐ "G"/Other (F-3)☐

Brief Description of Duties:

Please rate the student on the following scales:

	Highly Satisfactory	Satisfactory	Fair	Needs Improvement
1) Ability to work with minimum supervision	☐	☐	☐	☐
2) Attitude	☐	☐	☐	☐
3) Efficiency	☐	☐	☐	☐
4) Initiative	☐	☐	☐	☐
5) Punctuality	☐	☐	☐	☐
6) Responsibility	☐	☐	☐	☐
7) Communication	☐	☐	☐	☐
8) Relationship with people	☐	☐	☐	☐
9) Overall rating	☐	☐	☐	☐

Other comments:

Note: ***The supervisor will discuss student's progress with the student. The supervisor certifies that this work performance rating has been discussed with the student.***

_____ _____

(Signature of Supervisor) ***(Date)*** ***(Signature of Student)*** ***(Date)***

Original: HRO; c: Supervisor; c: Student

(Rev. LCC-HRO 05/08)