

Lincoln University
 Federal/Institutional Work Study Program
 Department
 Separation/Evaluation Report Form

DEPARTMENT: _____ SUPERVISOR: _____

DATES OF EMPLOYMENT: _____ TITLE/POSITION: _____

1. Describe your duties and responsibilities: _____

2. How closely did the actual job duties relate to the job description?
 Accurate Fairly Accurate Not accurate at all

3. Describe what you liked most about the job: _____

4. Describe what you liked least about the job: _____

5. Looking at an average day on the job, check the choice that best describes you work load:
 Excessive amount of work Sufficient amount of work Not enough work

PLEASE RATE YOUR EXPERIENCE	SUPERIOR	GOOD	AVERAGE	POOR	N/A
Cooperation & support from co-workers					
Willingness of supervisor to train					
Clear expectations of work					
Workload productive & adequate					
Opportunities to learn & progress					
Opportunities to show leadership					
Opportunities to think & act independently					
Enjoyment of work					

Student's Name: _____

SS#: _____