

**W.A. FRANKE COLLEGE OF
FORESTRY & CONSERVATION**
UNIVERSITY OF MONTANA

FCFC 400 WORK HOUR FORM

To the Employer/Supervisor:

In order to qualify for a bachelor's degree, each student in the W.A. Franke College of Forestry & Conservation must successfully complete at least 400 hours of work related to their degree program. The FCFC's faculty invites your careful evaluation of the performance and capability of the student named below. Once completed, please save this form as a PDF and send as an attachment to request.forestry@cfc.umt.edu.

RECORD OF ASSIGNMENT AND ACCOMPLISHMENT OF STUDENT EMPLOYEE

NAME: _____ **TITLE:** _____

IMMEDIATE SUPERVISOR: _____

SALARY RATE: _____ **GRADE:** _____

PERIOD OF EMPLOYMENT: FROM: _____ **To:** _____

ASSIGNMENT AND NATURE OF WORK – Give a brief description of work, employee's actual tasks, and definition of responsibilities.

ACCOMPLISHMENTS – Indicate quantity and quality of accomplishment and specific examples, if any, of good and poor work. Has improvement been made, especially on matter brought to employee's attention?

PERSONAL CHARACTERISTICS – Evaluation of personal characteristics as evidenced on the job. As a checklist only, consider personality, character, appearance, leadership, industry, initiative, mental power, judgment, enthusiasm, verbal and written communication skills, cooperativeness, and physical stamina. Indicate strong and weak points.

REMARKS AND RECOMMENDATIONS – Need for further experience and training, changes in job assignments, etc.

Reporting Agency: _____

Reporting Officer: _____

Title: _____ **Date:** _____

Approving Officer: _____

Title: _____ **Date:** _____

REMARKS BY APPROVING OFFICER: