**STUDENT EMPLOYMENT SERVICE RATING 2017-2018**

Please complete this form for each student employee who worked in your department in the 2017-2018 Academic Year. Submit to Princess Brown, Student Employment Coordinator, Office of Financial Aid, Lee Hall 228 on last date of employment.

**Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Banner ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Session: ( ) Academic Year; ( ) Fall; ( ) Spring**

**Performance Level Key: 4 –** Exceeds normal job requirements; **3 –** Meets normal job requirements; **2 –** Improvement is needed to meet job requirements; **1 –** Fails to meet job requirements; **N/A** – Skill is not applicable to this position. Acceptable satisfactory performance requires an average rating of 2.75.

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| **Performance Factors** | **Performance Levels** |
| **1. Job Knowledge/Skills –** Maintains satisfactory level of knowledge and skills required to fulfill job duties. | 4 3 2 1 N/A |
| **2. Quality of Work –** Accuracy, neatness, thoroughness.  | 4 3 2 1 N/A |
| **3. Record Keeping/Documentations –** Maintains records, reports, and correspondence.  | 4 3 2 1 N/A |
| **4. Productivity –** Accomplishes quantity of work expected of job. | 4 3 2 1 N/A |
| **5. Dependability –** Performs work without close supervision. | 4 3 2 1 N/A |
| **6. Adaptability –** Readily adapts to change in routine, work load, orwork assignments. | 4 3 2 1 N/A |
| **7. Initiative –** Presents new ideas, improves procedures, and demonstrates awareness of clerical or technical changes related to job. | 4 3 2 1 N/A |
| **8. Attendance –** Maintains satisfactory attendance performance in regard to tardiness, early departures, and/or absences. | 4 3 2 1 N/A |
| **9. MyTime –** Consistently punches in and out, or completes timecard, resulting in the most accurate record possible with minimal edits required by supervisor. | 4 3 2 1 N/A |
| **10. Relationship With Others –** Establishes effective working relationships when dealing with co-workers and/or the public. | 4 3 2 1 N/A |
| **11. Safety –** Works in a safe manner and observes safety practices. | 4 3 2 1 N/A |
| **OVERALL EVALUATION –** Add numbers circled and divide by number of performance factors used in the evaluation (maximum of 11). | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Comments:**

 **Rated by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ was this rating discussed with the student? Y / N**

**Student’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**