STUDENT EMPLOYMENT SERVICE RATING

Please complete this form for each student employee who worked in your department in the 2023-2024 Academic Year. Submit to Leah Carter, 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.

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, or work 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:** _____