

Employee Evaluation – Supervisor Instructions

Evaluations must be completed on an annual basis (each Spring semester). Additionally, a final evaluation must be completed when a student employee is graduating, transferring, or is ceasing employment after three months in the position. An evaluation *must* be on file from the previous Spring *before* a student employee can receive a \$.25/hour performance raise.

To complete the evaluation:

Student's Name: _____ Student ID: _____
Job Title: _____
Evaluation: Annual: Spring 20____ Final: 20____
<ul style="list-style-type: none">• Final Evaluation's should be completed if the student employee is transferring, graduating, or ending employment after 3 months of employment
Dates of Employment: _____ to: _____

- Student's Name: First and last name of the student employee
- Student ID: Student employee's 7-digit ID
- Job Title: Job title student employee held; if the student employee has multiple positions within a department, an evaluation must be completed for all positions.
- Evaluation: enter the remaining 2-digit's the evaluation is reflecting
- Dates of Employment: enter the start date and end date (or current date if the employee is still working); if exact date is unknown, Month/Year can be utilized.

Review the scale to evaluate each Performance & Job Skill listed:

Performance & Job Skills:

Rating		Rating	
	Job Knowledge: familiarity with position, procedures, and services of the department; understands aspects of the required work		Interactions: ability to work well with others, including supervisors, co-workers, and customers; effectively manages conflict
	Communication Skills: clear, effective, and professional communication adapted for audience; includes phone, electronic, and in-person		Foster Diversity: respectful and open to different opinions and ideas; works to create an inclusive work environment through actions and words
	Work Ethic: ability to complete tasks accurately in a timely manner following procedures; attention to detail; persistence		Professionalism: represents department appropriately in behavior and dress; adheres to confidentiality
	Initiative: self-starter; suggests ideas for improving procedures; identifies and reports job-related problems; need no follow up; high motivation; desire to learn new skills		Continuous Improvement: ability to respond to suggestions and implement feedback to make positive changes; willingness to ask for further training or help
	Dependability: shows up on time and prepared; observes attendance policy; can be relied upon to fulfill responsibilities		Attitude: positive energy and enthusiasm; conscientious; ability to adapt and cope in unanticipated and/or difficult situations
	Decision Making: ability to make sound decisions; sets priorities and manages time effectively		

- Review each Job Skill and enter a rating in each box; 1-5 rating scale

Complete the Supervisor Comments section:

SUPERVISOR COMMENTS:

- Include any specific information that supports your ratings on page one.

Scroll down to the bottom of the evaluation to sign and date:

Supervisor's Signature: Date:

Also, at this time, you can give the student employee a \$.25/hour raise by completing the Performance Base Wage-Rate Increase section:

Performance Base Wage-Rate Increase – To be completed by the Supervisor:

I, _____ acknowledge and implement a \$.25/hour raise based on the performance of the student employee of this evaluation.

Supervisor's Signature: _____ Date: _____

Date raise should be implemented: _____

- First Line: First and Last name of the supervisor
- Supervisor Signature: First and Last name of the supervisor (digital signature accepted)
- Date: Date signed
- Implementation Date: Date pay-rate increase should go into effect

If meeting with the student employee in person, allow them to review and record their comments under the Student Comments section.

If meeting virtually, send the evaluation to the student employee as an attachment, via email. The student employee can write comments in the student section or in an email to be included with their evaluation.

STUDENT'S COMMENTS:

The student employee will also need to sign and date the evaluation.

Student's Signature: _____ Date: _____

If unable to sign and date (meeting virtually), have the student employee write in the body of an email to you "I acknowledge that I've received and reviewed my evaluation. Please accept this email as my signature."