

FINANCIAL AID - STUDENT EMPLOYEE EVALUATION RUBRIC

Student Employee Evaluation Rubric

Core Outcome: Personal & Professional Accountability

Student Employee: _____ Stinger ID: _____ Supervisor/Lead Worker: _____

Department: _____ Date of Evaluation: _____

Scoring Criteria	1 Unsatisfactory	2 Improving	3 Satisfactory	4 Above Average	Rating
Interpersonal Skills (Respect for self and others)	Fails to take on important work tasks Fails to follow service standards when interacting with customers, supervisor/lead worker, and co-workers.	The student rarely takes on important work tasks. Has difficulty adhering to service standards when interacting with customers, supervisor/lead worker, and co-workers.	The student takes on important tasks most of the time and demonstrates awareness of service standards when interacting with customers, supervisor/lead worker, and co-workers.	The student takes on important tasks without being asked and follows service standards when interacting with customers, supervisor/lead worker, and co-workers.	
Work Ethic (Participation)	Fails to clock in on time on scheduled work days. Fails to give a 24-hour notice if requesting time off. Does not contact supervisor/lead worker if ill or in an emergency.	Rarely clocks in on time on scheduled work days. Does not give a 24-hour notice if requesting time off. Infrequently contacts supervisor/lead worker in a timely manner if ill or in an emergency.	Almost always clocks in on time every scheduled work day or gives a 24-hour notice if requesting time off and contacts supervisor/lead worker if ill or in an emergency.	Clocked in on time every scheduled work day or gives a 24-hour notice if requesting time off and contacts supervisor/lead worker if ill or in an emergency.	
Knowledge of Job Skills (Awareness)	Fails to seek answers to difficult questions or does not seem interested in learning more difficult tasks. Does not follow FERPA standards.	Rarely seeks to answer difficult questions or learn new tasks. Occasionally seeks to learn more about current work area. Follows FERPA standards some of the time.	Follows FERPA standards. Shows a desire to learn more about the current work area processes.	The student sees the big picture and the impacts on the work area. Follows FERPA with each transaction. Gives correct answer each time.	
Work Performance (Quality)	Fails to complete work tasks on time. Fails to prioritize personal activities over work. (Social media time, cell phone use, texting, food runs, personal errands, excessive breaks.)	Occasionally completes work tasks on time. Occasionally prioritizes work over personal activities.	Stayed on work tasks until complete and almost always in a timely manner. Attempts to prioritize work over personal activities.	Work tasks are always complete and on time. Works with speed and accuracy. Always prioritizes work over personal activities.	
				TOTAL	

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**For every criterion score the supervisor will provide one or more comments to the student.
These comments could be on strengths and opportunities for improvement:**

Interpersonal Skills-Respect for Self and Others

Work Ethic-Participation

Knowledge of Job-Awareness

Work Performance-Quality

Check One

Self-Evaluation ☐

Supervisor/Lead Worker Evaluation ☐

<i>Supervisor/Lead Worker Signature</i>	<i>Date</i>	<i>Student Signature</i>	<i>Date</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Recommend wage increase circle one - \$.50 \$.25 \$.00

_____ No change in current rate of pay. Next Review date: _____

_____ Reassignment suggested. (See comments)

_____ Right to Know Training Completed



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