Student Employee Performance Evaluation Instructions

The rubric evaluation form is provided to the supervisor or lead worker as a tool to assess the student's performance. It must be completed and the original copy kept on file in the Financial Aid Office. It is recommended that students be evaluated after completing 200 hours of employment. The Student Employee Evaluation serves two key purposes:

1. To provide the Supervisor/Lead Worker evaluation of the student's performance.
2. To allow the student to complete a self-evaluation and reflect on their job performance.

Evaluation Process
1. Student Self-Evaluation:
   - The student must complete a self-evaluation and submit it to the supervisor prior to the evaluation meeting.
2. Supervisor/Lead Worker Evaluation:
   - Complete the official rubric form provided.
   - For each evaluation criterion, include at least one written comment:
     o Highlight strengths
     o Identify areas for improvement
3. Evaluation Meeting:
   - Schedule a time to meet with the student.
   - Compare and discuss both the self-evaluation and supervisor evaluation.
   - Use this time to provide feedback, encourage reflection, and discuss potential goals.
4. Documentation:
   - Submit the completed rubric form along with any raise or termination requests to the Financial Aid Office.
   - The original copy must be retained in the students' file with Financial Aid Office for students receiving a pay increase.

Eligibility
Pay raises are determined by the total score on the student employee evaluation rubric. Students scoring between 13 and 16 will receive a $0.50 increase per hour. Students scoring between 9 and 12 points will receive a $0.25 increase per hour. Student employees scoring 8-4 will receive no wage increase.

Students receiving a score between 4 and 8 are eligible for re-evaluation after a minimum of:
   - At least 4 additional weeks of work, or
   - At the end of the term, whichever is first.

Scoring Key
Above Average   4
Satisfactory   3
Improving   2
Unsatisfactory   1