### Student Employee Evaluation Rubric Form
#### Core Outcome: Personal & Professional Accountability

<table>
<thead>
<tr>
<th>Scoring Criteria</th>
<th>1 - Unsatisfactory</th>
<th>2 - Improving</th>
<th>3 - Satisfactory</th>
<th>4 - Above Average</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interpersonal Skills (Respect for self and others)</td>
<td>Fails to take on important work tasks. Fails to follow service standards when interacting with customers, supervisor/lead worker, and co-workers.</td>
<td>The student rarely takes on important work tasks. Has difficulty adhering to service standards when interacting with customers, supervisor/lead worker, and co-workers.</td>
<td>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.</td>
<td>The student takes on important tasks without being asked and follows service standards when interacting with customers, supervisor/lead worker, and co-workers.</td>
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<tr>
<td>Work Ethic (Participation)</td>
<td>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.</td>
<td>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.</td>
<td>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.</td>
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<tr>
<td>Knowledge of Job Skills (Awareness)</td>
<td>Fails to seek answers to difficult questions or does not seem interested in learning more difficult tasks. Does not follow FERPA standards.</td>
<td>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.</td>
<td>Follows FERPA standards. Shows a desire to learn more about the current work area processes.</td>
<td>The student sees the big picture and the impacts on the work area. Follows FERPA with each transaction. Gives correct answer each time.</td>
<td></td>
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<tr>
<td>Work Performance (Quality)</td>
<td>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.)</td>
<td>Occasionally completes work tasks on time. Occasionally prioritizes work over personal activities.</td>
<td>Stayed on work tasks until complete and almost always in a timely manner. Attempts to prioritize work over personal activities.</td>
<td>Work tasks are always complete and on time. Works with speed and accuracy. Always prioritizes work over personal activities.</td>
<td></td>
</tr>
</tbody>
</table>

| TOTAL                           |                                                                                                   |                                                                                                   |                                                                                                   |                                                                                                   |                                                                                                   |
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☐

Supervisor/Lead Worker Signature   Date

Recommend wage increase circle one - $.50 $0.25 $0.00
No change in current rate of pay. Next Review date: __________
Reassignment suggested. (See comments)
Right to Know Training Completed

Student Signature   Date

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