

# FINANCIAL AID - WORK-STUDY

## Student Employee Performance Evaluation Instructions

The rubric evaluation form is provided to the supervisor/lead worker as a tool in to evaluate the student. It must be completed, and the original copy must be kept on file in the financial aid office if the student merits a pay increase. It is recommended that students are evaluated after performing 200 hours of employment.

The performance evaluation is used for two purposes:

- Supervisor/Lead Worker evaluation of student
- Student self-evaluation of job performance. Students are required to complete a self-evaluation and submit it to the supervisor/lead worker at the time of the performance evaluation.

Prior to submitting this form to the financial aid office:

- Set up a time to meet with the student and review the student's self-evaluation and compare it to the supervisor/lead worker's evaluation of the student. This dialogue would encourage reflection and demonstrate our sincere commitment to the development of these skills.
- For every criterion score the supervisor should provide one or more comments to the student. These comments could be strengths or areas for potential improvement.
- Include the evaluation rubric form with all requests for raises and terminations.

### Eligibility

Eligibility for an increase in pay will be based on results of the student employee evaluation. 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. These student employees are eligible for reevaluation after a minimum of 4 additional weeks of work or the end of the term, whichever is first. These students may be considered for a pay increase at that time based on the new evaluation.

### Scoring Key

Above Average	4
Satisfactory	3
Improving	2
Unsatisfactory	1