

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