



Carbondale Campus End User Instructions
FORM – Evaluation of Student Employee

Use: To evaluate a student employee's job performance.

Access: Obtain necessary form(s). Electronic forms are available through the eforms website *eforms* <http://eforms.siu.edu/siuforms/info/fao1001.html>

Instructions: Complete the form using the following instructions.

General Information Section: All fields in the section are mandatory unless otherwise noted.

Name The last, first and middle name of the student employee.

Assignment number The applicable assignment number of the student employee.

Department (Organization)
The name of the employing department.

Job Select the job, listed below from the drop down list, in which the student employee is employed on this assignment.

Aerobic / Fitness Instructor	Agriculture & Horticulture	Aircraft Mechanic	Art / Design, Media / Entertain	Building & Grounds	Bus Driver	Cashiering & Sales
Central Control Panel	Classroom Assistant	Clerical & Office Related	Community Service Tutors	Craft Shop Instructor	Flight Instructor	Food Service
Laboratory Assistant	Law Related	Library Assistant	Lifeguard	Media Specialist	Mental Health Companion	Model (Nude)
Newspaper Asst Manager	Newspaper Manager	Outside Commission Sales	Personal Care & Service	Protection & Security	Sports & Recreation	Sports Official
Teachers Assistant	Technical	Transportation & Delivery				

Evaluation Section: For each task being evaluated select one rating and provide any comments. If you give a "Needs Improvement" or "Unsatisfactory" rating for any of the tasks being evaluated, a reason for that rating must be provided in the Comments section next to the rating.

Rating Select the appropriate rating from the drop down list.



- Excellent
- Good
- Satisfactory
- Needs Improvement
- Unsatisfactory
- Not Applicable

Comments

Free form text of comments related to the task being evaluated.

Signature Section:

Supervisor's Signature Signature of supervisor who prepared the evaluation and date signed. (Date Format DD Mmm YYYY)

Dean/Director/Chair Signature

Signature of either the Dean, Director or Chair who approved the evaluation and date signed. (Date Format DD Mmm YYYY)

Student's Signature

Signature of employee being evaluated and date signed. (Date Format DD Mmm YYYY)

Special Notes:

If the evaluation contains any needs improvements or unsatisfactory ratings, action that is required by the student employee to improve work performance must be provided in the comments section.

The hiring department should maintain a copy of the completed *Evaluation of Student Employee* form.

Routing:

Print this form, acquire the appropriate signature(s), and mail to: Student Employment Services, Financial Aid Office, MC 4702.