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 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.

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

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.
Evaluation of Student Employee Form

- 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.