

# Evaluation of Undergraduate Assistant Process

## Carbondale Campus End User Business Processes PROCESS – Evaluation of Undergraduate Assistant Process

**Process:** Follow this process to evaluate the performance of an undergraduate assistant.

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

### **Actions:**

Responsible Party	Action
Department	1. At the end of each semester for which the undergraduate assistant has been appointed, completes the <a href="#">Evaluation of Undergraduate Assistant</a> form. Obtains the signatures of the supervisor, the Dean/Director, and the undergraduate assistant. Makes one copy of the form for departmental records and provides a copy to the undergraduate assistant. Submits the form to the Associate Director, Financial Aid Office.
Financial Aid Office	2. Forwards the <i>Evaluation of Undergraduate Assistant</i> form to Human Resources.
Human Resources	3. Files the <i>Evaluation of Undergraduate Assistant</i> form in the student's file.
End of Process	

**Special Notes:** This document is intended as an overview to assist the end user in easily identifying the basic steps in processing an *Evaluation of Undergraduate Assistant* form for the purpose stated above.

A list of the documentation required to process an evaluation form for the purpose stated above follows.

### **Form**

### **Source**

*Evaluation of Undergraduate Assistant* form <http://eforms.siu.edu/siuforms/info/fao1009.html>

Departments should keep a copy of the completed form. A copy will not be returned from the Financial Aid Office after processing.