



# Student Employee Step B Evaluation Form

Hours: \_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_

SSN # \_\_\_\_\_ Job Title \_\_\_\_\_

Department \_\_\_\_\_ Supervisor \_\_\_\_\_

### Rating Scale

- 1. **Outstanding:** Superior performance significantly exceeds job expectations.
- 2. **Above Average:** Consistently well above what is expected.
- 3. **Satisfactory:** Meets the requirements of the job.
- 4. **Fair:** Improvement needed.
- 5. **Unsatisfactory:** Not up to required job standards, performance unacceptable

Scale (1 Outstanding-5 Unsatisfactory)	Specific Comments
<b>Job Knowledge</b> _____	_____
<b>Quality of Work</b> _____	_____
<b>Dependability</b> _____	_____
<b>Cooperation</b> _____	_____
<b>Productivity</b> _____	_____
<b>Judgment</b> _____	_____
<b>Initiative</b> _____	_____
<b>Attendance</b> _____	_____

### Employer's Recommendation

\_\_\_\_\_ Salary Increase Recommended

\_\_\_\_\_ Salary increase not recommended for one month. Job performance needs improvement. A plan for improvement has been outlined and given to the student in writing. A second evaluation has been scheduled for \_\_\_\_\_ (date).

### Employee Conference/Signature/Written Response

In signing this evaluation form the employee acknowledges having seen and discussed the report. The employee's signature does not necessarily indicate agreement with the conclusion of the evaluator.

The employee may submit a written response to this report, to the evaluator within (ten) working days from the date of this report, to be kept on file in the department.

_____	_____	_____	_____
Signature of Employee	Date	Signature of Evaluator	Date

*Please attach to timesheet*

Santa Rosa Junior College  
**Student Employee Evaluation**

*200 Hours – Step Two Raise*

In order to recommend a salary increase, the student employee supervisor is required to evaluate the employee upon completion of 200 hours. Failure to complete the evaluation process will cause a delay in the adjustment of the student's wage.

The evaluation form is permanently filed by the Payroll Office and Student Employment. Additional copies of the student's completed evaluation form should be photocopied and kept by you.

The following is an explanation of the categories listed on the evaluation form:

1. **Job Knowledge:** Understanding of all phases of his/her work and related matters. Knowledge applied with respect to the total job.
2. **Quality of Work:** Thoroughness, neatness, accuracy, meeting expectations of the position.
3. **Dependability:** Reliability in following through with assignments and instructions.
4. **Cooperation:** Ability and willingness to work with associates, supervisors and others.
5. **Productivity:** Demonstrated accomplishments, volume of work. Work output relative to schedules and expectations.
6. **Judgment:** Adequacy of judgment applied as required by job responsibilities.
7. **Initiative:** Self-starting and acting on own. Amount of direction needed. Resourcefulness in work situations.
8. **Attendance:** Punctuality and/or faithfulness in coming to work daily and conforming to work hours.

Student and/or supervisor concerns related to the evaluation process follow the normal chain of command, e.g. student, supervisor, department chair, area dean.