



# Student Employment Handbook

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Financial Aid Office  
1115 N. Roberts  
Helena, MT 59601

# Work Study Program Overview

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Work Study is funded through both federal and state programs by the Department of Education, the State of Montana and Helena College. This program provides part-time jobs for Helena College students with significant financial need and is administered by the Work Study Coordinator and the Financial Aid Office, in accordance with the law, federal regulations, and with instructions from the United States Department of Education.

Students who participate in the program have an opportunity to work on-or off-campus in order to earn money to help with school expenses while gaining valuable work experience.

Participating in the Work Study program can be beneficial for students in the following ways:

- Help pay for education and other related expenses;
- Encourage community service and work related to a student's field of study;
- Gain valuable work experience and build relationships in on- and off-campus communities;
- Improve time management, communication, organizational and budgeting skills;
- Help to further develop a student's resume and professional experiences;
- Reference or recommendation for future employment; and
- Contribute to College operations, student life, and campus and local community.

## Eligibility

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### Requirements

In order to be eligible for a Work Study award, students must:

- Meet ALL institutional financial aid application and document deadlines;
- Submit the Free Application for Federal Student Aid ([FAFSA](#));
- Demonstrate significant financial need as determined by the federal government and the Financial Aid Office;
- Meet all federal financial aid eligibility regulations as required by the Department of Education and Helena College;
- Have his/her financial aid file verified by the Financial Aid Office, and have received confirmation of an approved Federal or State Work Study award;
- Be enrolled in at least 6 credits in a degree-seeking program;

- Maintain Satisfactory Academic Progress standards as required by the Department of Education and Helena College;
- Not have defaulted on or owe a repayment to any federal aid program received for study at Helena College or any another institution;
- Complete all employment authorization forms, identification and tax documents as required by state and local government agencies, prior to first day of work.

## **Declining Work Study Awards**

It is strongly recommended that students who cease employment through the Work Study program notify the Financial Aid Office to decline their awards to provide opportunities for other students interested in the program.

## **Award Cancellations**

Awards may be cancelled/adjusted due to ineligibility as a result of a receipt of outside agency scholarship or grant award that create an over-award of need-based funding. Awards may also be cancelled if a student is not meeting Satisfactory Academic Progress (SAP) requirements. Student grades will be evaluated at midterms, if the student has less than satisfactory grades, including D's and F's in the majority of the student's courses, the student's employment may be suspended at the discretion of the supervisor. The employment suspension is to allow the student to focus more on their studies. It is also the supervisor's discretion if the student return to the position on any given basis.

## **Previous Year Awards**

The receipt of an award and/or Work Study earnings in a previous year(s) **does not guarantee** a future Work Study award. All awards are annual and based on both a student's financial need, student's ability to meet all financial aid deadlines, and the availability of funding.

## **Employment Authorization**

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Students must complete employment authorization forms with Human Resources **PRIOR** to beginning work and by the stated hiring deadline(s). If students begin work without having these completed forms and an approved Work Study award, their job status and pay may be subject to delay and/or denial, at the discretion of the Work Study Coordinator and/or the Human Resources Office.

## Job Information

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There are several types of Work Study jobs available, both on- and off-campus. Off-campus jobs are associated with local non-profit organizations, community service and/or public agencies where the work performed is in the public interest.

### Community Service Jobs

Students can earn their award by working with an approved local, off-campus community agency. Community service jobs contribute to improving the quality of life for both the local community and its residents, particularly low-income individuals, or to solve particular problems related to their needs. These jobs also provide the student with valuable work experience in their desired field of study, the opportunity to network and build relationships in the community both professionally and personally. Community service opportunities may include work in the following areas:

- Literacy training (tutorial services, educational support);
- Mentoring/tutoring (in high schools; assist with academic & cultural enrichment, college and career awareness, personal wellness), supporting educational and recreational activities, and counseling, including career counseling;
- Social, educational, welfare and recreational services to young children and adolescents (day, afternoon or weekend programs, camps, etc.);
- Early learning services and community awareness programs for parents (communications, program development, community planning);
- Support services to enrolled students with disabilities;
- Environmental, housing and neighborhood improvement projects; public safety, crime prevention and control initiatives; rural development and community improvement (planning, construction, fund raising, maintenance, etc.);
- Child care (prepare children for school while mothers receive job training).

### Job Search & Responsibilities

The Work Study Program provides students flexibility and responsibility during the job search and hiring process. The Work Study Coordinator does not provide job placement for students, thus jobs are not guaranteed for any student who is offered a Work Study award.

The job search process allows for open communication between the student and supervisor and encourages students to contact only those departments and/or supervisors of jobs of interest. If a

student has trouble finding a job or has not received responses from one or more supervisors after several attempts by email or phone, he/she should contact the Work Study Coordinator for assistance.

**Students are responsible for:**

- **Searching for AND securing a Work Study job!** Jobs are limited and fill quickly! Start searching EARLY! New jobs may be posted throughout the year depending on need;
- **Submitting required employment forms** by the set deadlines;
- **Securing Work Study employment;**
- **Managing Helena College email account** for important correspondences from the Financial Aid Office and/or Work Study Coordinator;
- **Following all hiring procedures and job duties** (as instructed by the hiring supervisor, Work Study Coordinator, and this manual);
- Notifying the Work Study Coordinator immediately if he/she experiences dissatisfaction or are uncomfortable in the job. Students have the right to end or change Work Study employment at any time, but should properly notify the appropriate college personnel (see section, **Changes to Employment**).

**Securing a Job & Getting Hired**

1. Check with the Financial Aid Office and/or Work Study Coordinator for Work Study eligibility;
2. Search for jobs on the [Work Study Positions](#) page of the Helena College Website.
3. Complete the Work Study Application;
  - a. Students *returning to a previous job* **DO NOT** have to complete this again, but are required to confirm (email, phone, and in person) with previous supervisor that he/she can return to the job. The student must verify continued eligibility with the Financial Aid Office, then complete a new hire card prior to working.
4. Select job(s) of interest;
5. Submit your application for each position to the supervisor(s) of that department via email, fax or in person, expressing interest in the job. Supervisors may contact students by phone or email to set up interviews. The job search, interview and hiring processes may take time and can be competitive; patience and persistence is recommended;

6. The supervisor(s) may request other information from students. Students may be required to participate in an in-person or phone interview or submit a resume. When attending interviews, students are encouraged to be prepared with class schedules and resumes. It is also expected that students promptly respond to supervisors regarding job inquiries or decisions regarding requests for hiring;
7. When an employment arrangement is agreed upon by the student and supervisor, the supervisor will notify the Work Study Coordinator, who will then draft a hire card as well as set up an appointment for the student to complete the required hire forms.

**IMPORTANT NOTE: Students MUST NOT begin work until they have completed the required hire forms with Human Resources/ Work Study Coordinator.**

## **Changing or Quitting Jobs**

After accepting a job or after beginning work, a student is expected to assume the responsibilities associated with their job and role as a Work Study employee, as instructed by the supervisor and as outlined in this manual, for the assigned semester or year. If the student is considering one of these options it is strongly recommended that the student discusses the situation with his/her direct supervisor or with the Work Study Coordinator to reach a resolution.

## **Changes to Current Employment**

1. Provide the supervisor **AND** the Work Study Coordinator with **written notice of at least two weeks** (if possible) before ending employment. Exceptions may be made if notice of less than two weeks is provided, but at the discretion of the supervisor and Work Study Coordinator. Job changes will be processed on a case-by-case basis by the Work Study Coordinator, in conjunction with the student and supervisor. The Work Study Coordinator will update employment records **ONLY** after written notification is received from the student **AND** from the appropriate supervisor(s);
2. Students should start a new job search if they would like to continue earning their Work Study award (if eligible) and can refer to the section, **JOB SEARCH & RESPONSIBILITIES** for more details. Students cannot begin the new job until the Work Study Coordinator has processed the employment records for both the previous and new job.

For additional assistance with changing jobs, contact the Work Study Coordinator.

## Returning to a Previous Job

It is strongly recommended that students and supervisors discuss and confirm with the Work Study Coordinator PRIOR to the next semester/academic year. Students and supervisors can decide together if the existing employment arrangement will work for the next semester/year or if the student must search for a new Work Study job.

Supervisors will complete the hiring process with the Work Study Coordinator in mid-June for students returning to the same jobs for the following fall. Even though some students return to the same jobs and may have similar schedules in the following year, they are not permitted to begin work in the next academic year until they have received confirmation of their eligibility and have completed their hiring forms for the new academic year.

## Working Multiple Jobs

Students may work more than one job at a time as long as the maximum number of hours between the two is no more than 20 hours per week. Students may work more than one job throughout the academic year.

## Time Management

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Students can print time cards off through the [Human Resources](#) forms webpage.

### Hours of Work

Students are allowed to work a maximum of 20 hours per week while school is in session, and no more than 29 hours per week during breaks and vacations.

### Holidays

Many holidays are enjoyed by the College community when they fall on a regular business day; however, Work Study students are considered temporary employees and will not receive payment for any holiday when the College is closed and classes are not in session. Hours may be made up the week prior/following or the week of the closure (with approval from Work Study Coordinator or supervisor).

**Work Study earnings must not exceed an annual award.** It is suggested that students plan to earn half of an award per semester, during the hours that are most convenient for academic, employment and personal commitments. The number of hours a student can work will vary, depending on their eligibility, schedule and the demands of the department in which they work. For most on-campus jobs, the College's hours are 8:00 a.m. to 5:00 p.m., Monday through Friday, but may vary by department and/or event schedules. Weekend hours may be available in select departments.

## Managing Hours

Students **MUST** earn only the amount of their total award. Students who work hours in excess of their award (without proper approval and/or eligibility) will not be paid from Work Study funding. These students may choose to consult with their supervisor regarding continuing employment with pay from the department in which they work. Students and supervisors will receive a set of two email notices to help manage hours:

<b>Work Study Hours Notice 1</b>	Earnings are <i>within \$300-\$400</i> of maximum award
<b>Work Study Hours FINAL Notice 2</b>	Earnings are <i>within \$50-\$100</i> of maximum award OR earnings have <b>reached or exceeded</b> the maximum award.  Students <b>MUST stop working IMMEDIATELY.</b>

It is strongly recommended that students manage their hours as carefully as possible as **NOT** to work hours in excess of their total award.

**PLEASE NOTE:** The week in which students are submitting hours **does NOT** include the **previous** pay period's hours that students may have already submitted for approval. Payroll processing is one pay period behind in the system, so it is important that when managing hours, students be sure to add hours worked in the pay period prior. Students can use this formula to calculate hours for the standard Work Study award of \$3,000.

**Annual Work Study award/divide by the anticipated hourly wage rate**

\_\_\_\_\_ = Total hours of work

**Total hours of work/divide by the number of weeks in the academic year (approximately 15 weeks per semester)**

\_\_\_\_\_ = Average number of hours to work per week

**Example:**      \$3,000/\$8.25 hourly rate = 363.64 hours

363/~30 weeks per year = **~12 hours per week**

Students may also contact the Work Study Coordinator with award and earning inquiries.

## Meal Times & Breaks

**Unpaid** meal periods can be offered in each work period of five hours or more per day. Generally, the meal period is for one hour, but may vary by department. The supervisor will inform students of times for meal periods (if applicable).

Meal periods must be taken when scheduled, unless the supervisor authorizes otherwise.



**Please note:** meal period time must be deducted from the hours reported for pay. A student who works at least one four hour period is eligible for a 10-minute paid break. Breaks are scheduled at the convenience of the department and at the approval of the supervisor.

## Work Schedules

Students should set up a work schedule with their supervisor at the time of hire and are expected to follow it. It is very important for students to discuss class schedules, academics, personal, medical, and other responsibilities, commitments and extracurricular activities with the supervisor **prior** to accepting a job and creating a work schedule. The supervisor should be aware of the student's availability for the semester and year, when possible. Students are expected to contact the supervisor when there are scheduling conflicts or issues (tardiness, absences, academic/other responsibilities, emergencies, etc.).

## Reporting Hours & Payroll

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Calendars of paydays, days' time cards are due as well as school closures can be found on the [Human Resources](#) page. It is the student's responsibility to turn time cards in on time with the appropriate signatures to the Human Resources Office.

Time cards are due on the **1<sup>st</sup> and 18<sup>th</sup>** of every month.

Only report one pay-period per time sheet. Do not complete your timesheet ahead of time, ensure no holidays show hours worked.

## Submitting a Late Time Sheet

Ensure the correct dates are listed on the time sheet and turn into Human Resources. Notify the Human Resources Office that the time sheet is for a past pay period.

## Paychecks

Payment for Work Study earnings **may be DELAYED** (or denied) when a:

1. Time sheet is submitted **late**, either by the student or by the supervisor;
2. Time sheet is submitted for **multiple weeks** in one submission from the student and/or from the supervisor;
3. Time sheet is **incomplete or inaccurate** upon submission;
4. Time sheet is submitted for a student who has **NOT** been officially hired in the Work Study program;

5. Time sheet is submitted for a student who has **earned monies in excess** of an approved Work Study award.

Students who do not have direct deposit will have their checks mailed to the student's address listed in MyHC. Students may access their pay stubs and other earnings information through their [Cyberbear](#) account.

## Direct Deposit & Money Management

The College offers direct deposit services for Work Study earnings. It is **strongly recommended** that students sign up for this service. Any student interested in having their pay check automatically deposited into a checking and/or savings account may do so. Student can contact the Human Resources Office at 406-447-6924.

## Responsibilities

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The role of the student is vital to the success of the Work Study program at Helena College. It is important for students to treat this Work Study job as a “real” job and perform their job duties, projects and assignments in a serious, responsible and professional manner as they are both a representative and an employee of Helena College.

The STUDENT has RESPONSIBILITIES to:

- Meet all application deadlines and submit all financial aid required documents with respect to Work Study eligibility;
- Manage college email account regularly for correspondence from both the Financial Aid Office and the Human Resources Office;
- Secure a Work Study job in a timely manner;
- Create a manageable and flexible work schedule (with the supervisor) based on academic course load and other college commitments;
- Follow all procedures and policies as instructed by the Work Study Coordinator (in this handbook and through all other correspondence);
- Report to Work Study job as scheduled;
- Act in a manner which displays the utmost confidentiality and respect of others;
- Strictly abide by all College, state and federal privacy FERPA (Family Educational Rights and Privacy Act) regulations and policies;

- Strive to abide by all College and Work Study employment policies and procedures as outlined in this handbook;
- Demonstrate professional and courteous behavior at all times, as a representative of Helena College;
- Dress appropriately for the job (at the discretion of the hiring department); be sure to confirm preferred work attire with your supervisor PRIOR to working;
- Monitor and record hours worked accurately; submit time cards on time;
- Refrain from conducting personal/academic matters during work (i.e. No internet or cell phone use or excessive socializing at any time);
- Meet all job expectations and perform all duties as indicated by the supervisor;
- Notify supervisor immediately of anticipated absences or tardiness as early in the workday as possible; confirm with the supervisor the preferred form(s) of communication for such notifications;
- Refrain from scheduling Work Study hours during any scheduled class time. According to Federal Regulations, students cannot be paid for hours worked during scheduled class time;
- Discuss any work-related issues with your supervisor or the Work Study Coordinator;
- Limit work schedules to no more than 20 hours per week during the semester(s), 29 hours per week during scheduled breaks (with approval from the Work Study Coordinator and supervisor).

## Wages

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Students are paid an hourly rate of the Montana state minimum wage unless otherwise approved by the Work Study Coordinator and the Financial Aid Office. Wage rates vary for any Work Study job. Off-campus positions will start at \$.25 per hour higher than on-campus positions. Any student who has worked in one position for a full academic year will receive a \$.25 raise at the beginning of the second year.

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# Performance Evaluations

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Students will be required to have performance evaluations. The purpose of the evaluations is to give student employees a sense of what to expect when entering the work force. For new student employees, the performance evaluations must be completed after the student has been employed for 4 weeks. For current employees and those new employees whom have had a 4 week evaluation, will continue to have performance evaluations at the end of each semester. If for some reason a student ceases employment prior to this time the supervisor must complete a performance evaluation at the time of termination. The performance evaluations will be kept in the student's file within the Human Resources Department. Evaluations are located in the appendix of this document for student workers to evaluate and understand what aspects they will be evaluated on.

## Helena College Employment Policies and Procedures

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### **Absence & Punctuality**

If a student is unable to attend the Work Study job because of illness or other personal problems/scheduling conflicts, he/she must contact the supervisor as soon as possible. It is strongly recommended that supervisors are notified every time a student anticipates an absence or anticipates arriving to work later than scheduled. Frequent absences and tardiness are justifiable causes for ending Work Study employment.

Emergencies do arise, but frequent absences, or lateness, as well as failure to give proper notice of absence(s), decreases the value of the student's role as a Work Study student and his/her services to the College and may result in release from employment. A student's failure to report to their job without notice is grounds for dismissal on the basis of voluntary termination.

### **Affirmative Action**

Helena College provides equal employment opportunities to applicants and employees without regard to race, color, national origin, age, physical or mental disability, marital status, religion, creed, sex, sexual orientation, or political beliefs.

Each employee (student, faculty, or staff) must be careful to avoid remarks that could be interpreted as racial, religious, ethnic, gender-related, or personal insults. We can neither condone nor tolerate disrespect for personal dignity. If you believe that you have been discriminated against in employment, please contact the Human Resources Office at 406-447-6924.

### **Attire & Workplace Etiquette**

There is no formal dress code for Work Study employees; however, student employees are expected to dress in a fashion that is appropriate to their particular job on-or off-campus as they

are a **representative of Helena College at all times**. Jeans can be worn (if approved by the supervisor), but in good taste for the environment in which they are working.

Students are expected to be professional, courteous and respectful in their interactions with students, staff, faculty, and the community. In certain areas, dress precautions must be taken for health and safety reasons and students will be instructed by supervisors in those work areas. A student's clothing must be clean and in good repair. Individual supervisors may establish a dress code for their department and students will be notified of such attire accordingly.

Students will not be permitted to wear provocative clothing, clothing bearing offensive language or advertising alcohol, cigarettes, illegal substances or events, or clothing that exposes their midriff or upper thigh areas. A student must also exercise good personal hygiene habits.

Homework, reading and other personal work is not permitted unless a supervisor authorizes this activity. Telephones, computers and other college resources are for business use only (with the exception of any medical/family emergency) and are not to be used for personal reasons without supervisor approval. Cell phones, computers with internet access (college and personal laptops), video games and other electronic devices not related to the Work Study job duties are not to be used during work hours.

## **Confidentiality**

The College expects its employees (including Work Study students) to be the most prudent in discussing ANY college business with others. Most, if not all work within Helena College may be regarded as confidential, and it is in the best interest of the College and its employees if that work is not discussed indiscriminately with others who are not directly involved with it.

Confidential college matters should not be the subject of casual conversation at ANY time.

Matters concerning college finances, student/faculty/staff information, and other such private or personal subjects should be held in the strictest confidence. Disregard for confidentiality can (and most often will) result in disciplinary action by the Work Study Coordinator and college personnel.

The Family Educational Rights and Privacy Act (FERPA) is a federal law, enacted in 1974, that ensures the confidentiality of student records. Student employees of Helena College are required to become familiar with the basic provisions of FERPA and acknowledge their understanding of its terms by signing the College FERPA form (prior to working). This will ensure students' awareness of FERPA and its consequences of violating the terms while a College and Work Study employee. FERPA violations may result in disciplinary action including, but not limited to, termination from a Work Study job permanently for a student's career at Helena College.

**Students must NOT, under any circumstances, release student information to anyone other than the student, unless:**

- Your Work Study job, Work Study supervisor and/or college personnel permits;
- The student has provided a written statement giving permission for the College (Work Study student) to discuss their file/information with a separate party.

Students must refer all requests for information regarding a student to other available college staff, faculty or Work Study supervisor directly; this will ensure that student employees are not at risk of violating FERPA.

Students also must avoid acquiring student information that he/she is not required to possess and must NOT exchange student information that he/she has learned while in the Work Study job. An example of disclosing student information and violating FERPA would be any of the following:

- Informing a student/parent/friend/college employee of another student's class schedule;
- Information a student/parent/friend/college employee of another student's phone number, email/home/campus address, date of birth;
- Informing a student/parent/friend/college employee of another student's personal information.

Any of these (and others as indicated by the Work Study Coordinator or college personnel) are violations of FERPA and will result in disciplinary action and/or termination from a Work Study job. Any information Work Study students obtain during their employment must remain in the appropriate department/office. For more information, click [HERE](#).

## **Conflict of Interest**

No administrative officer/employee or student employee may accept, for private use, directly or through a member of his/her immediate family or otherwise, any gratuitous payment, loan, service, or accommodation of value from any other party doing or seeking to do business with Helena College. Accepting entertainment, travel or gifts of a character that reasonably might be deemed by others to affect the judgment or action of the officer or student employee in the performance of his/her employment duties with Helena College would also contravene this policy.

## **Human Resource**

If there are questions about any Helena College Employee policies in this handbook, contact the Human Resources Office at 406-447-6924.

## **Injury & Accident**

If a student is injured or has an accident while performing their duties as a Work Study student, the student must immediately notify the supervisor. The supervisor should immediately contact the Financial Aid Office and the Human Resources Office for further instructions.

## **Satisfactory Academic Progress (SAP)**

For students to receive and maintain their Work Study award and other financial aid regulations require that they maintain Satisfactory Academic Progress (SAP) towards a degree. Students can view the definition, academic standards, and the entire **Satisfactory Academic Progress** policy [HERE](#).

## 4 Week Performance Evaluation

### Performance Rating Guide:

Please evaluate each student employee for each criterion shown below. If the criterion does not apply or if you don't have sufficient information, please circle the "N" for no evaluation. 4-Above Average 3-Average 2-Below Average 1-Unacceptable N-No Evaluation

- |    |   |   |   |   |   |   |
|----|---|---|---|---|---|---|
| 1. | <b>Responsibility-</b> The extent to which the employee can be relied upon to perform assigned duties and to be aware of and accepting of accountability for the same.          | 4 | 3 | 2 | 1 | N |
| 2. | <b>Judgment-</b> Reasons, compares, understands, and thinks rationally on the job. Makes quality work related decisions based on conclusions and separates facts from opinions. | 4 | 3 | 2 | 1 | N |
| 3. | <b>Teamwork-</b> Guides others to the accomplishment of objectives/responsibilities, is participatory and is unbiased.  | 4 | 3 | 2 | 1 | N |
| 4. | <b>Initiative-</b> Starts assignments without prompting and independently contributes ideas and projects. Sees/acts upon new opportunities.                                     | 4 | 3 | 2 | 1 | N |
| 5. | <b>Dependability-</b> Meets work schedules and fulfills job responsibilities and commitments. Consistently delivers what is required within deadline and instructions.          | 4 | 3 | 2 | 1 | N |
| 6. | <b>Safety-</b> Works safely and follows all safety work rules and sets a good example for others.   | 4 | 3 | 2 | 1 | N |
| 7. | <b>Use of Work Time-</b> Reports to work promptly. Effectively and efficiently uses time to accomplish tasks.   | 4 | 3 | 2 | 1 | N |
| 8. | <b>Communication Ability-</b> Presents clear and accurate information both verbally and written, and maintains confidentiality requirements.                                    | 4 | 3 | 2 | 1 | N |
| 9. | <b>Overall Performance-</b> Works with minimal supervision, manages own time effectively, maintains control of all current projects and responsibilities and ensures follow-up. | 4 | 3 | 2 | 1 | N |



## End of Semester Performance Evaluation

**Supervisor complete the following:**

**Performance Rating Guide:**

Please evaluate each student employee for each criterion shown below. If the criterion does not apply or if you don't have sufficient information, please circle the "N" for no evaluation. 4-Above Average 3-Average 2-Below Average 1-Unacceptable N-No Evaluation

- |                                   |  |
|-----------------------------------|--|
| 10. <b>Responsibility-</b>        | The extent to which the employee can be relied upon to perform assigned duties and to be aware of and accepting of accountability for the same.                |
| 4                                 | 3  |
| 2                                 | 1  |
|                                   | N  |
| 11. <b>Judgment-</b>              | Reasons, compares, understands, and thinks rationally on the job. Makes quality work related decisions based on conclusions and separates facts from opinions. |
| 4                                 | 3  |
| 2                                 | 1  |
|                                   | N  |
| 12. <b>Teamwork-</b>              | Guides others to the accomplishment of objectives/responsibilities, is participatory and is unbiased.  |
| 4                                 | 3  |
| 2                                 | 1  |
|                                   | N  |
| 13. <b>Initiative-</b>            | Starts assignments without prompting and independently contributes ideas and projects. Sees/acts upon new opportunities.                                       |
| 4                                 | 3  |
| 2                                 | 1  |
|                                   | N  |
| 14. <b>Dependability-</b>         | Meets work schedules and fulfills job responsibilities and commitments. Consistently delivers what is required within deadline and instructions.               |
| 4                                 | 3  |
| 2                                 | 1  |
|                                   | N  |
| 15. <b>Safety-</b>                | Works safely and follows all safety work rules and sets a good example for others.   |
| 4                                 | 3  |
| 2                                 | 1  |
|                                   | N  |
| 16. <b>Use of Work Time-</b>      | Reports to work promptly. Effectively and efficiently uses time to accomplish tasks.   |
| 4                                 | 3  |
| 2                                 | 1  |
|                                   | N  |
| 17. <b>Communication Ability-</b> | Presents clear and accurate information both verbally and written, and maintains confidentiality requirements.   |
| 4                                 | 3  |
| 2                                 | 1  |
|                                   | N  |
| 18. <b>Overall Performance-</b>   | Works with minimal supervision, manages own time effectively, maintains control of all current projects and responsibilities and ensures follow-up.            |
| 4                                 | 3  |
| 2                                 | 1  |
|                                   | N  |

**End of Semester Evaluation Continued:**

**Student complete the following:**

Performance Rating Guide:

Please evaluate each student employee for each criterion shown below. If the criterion does not apply or if you don't have sufficient information, please circle the "N" for no evaluation. 4-Above Average 3-Average 2-Below Average 1-Unacceptable N-No Evaluation

1. **Responsibility-** The extent to which the employee can be relied upon to perform assigned duties and to be aware of and accepting of accountability for the same.  
4                      3                      2                      1                      N
2. **Judgment-** Reasons, compares, understands, and thinks rationally on the job. Makes quality work related decisions based on conclusions and separates facts from opinions.  
4                      3                      2                      1                      N
3. **Teamwork-** Guides others to the accomplishment of objectives/responsibilities, is participatory and is unbiased.  
4                      3                      2                      1                      N
4. **Initiative-** Starts assignments without prompting and independently contributes ideas and projects. Sees/acts upon new opportunities.  
4                      3                      2                      1                      N
5. **Dependability-** Meets work schedules and fulfills job responsibilities and commitments. Consistently delivers what is required within deadline and instructions.  
4                      3                      2                      1                      N
6. **Safety-** Works safely and follows all safety work rules and sets a good example for others.  
4                      3                      2                      1                      N
7. **Use of Work Time-** Reports to work promptly. Effectively and efficiently uses time to accomplish tasks.  
4                      3                      2                      1                      N
8. **Communication Ability-** Presents clear and accurate information both verbally and written, and maintains confidentiality requirements.  
4                      3                      2                      1                      N
9. **Overall Performance-** Works with minimal supervision, manages own time effectively, maintains control of all current projects and responsibilities and ensures follow-up.  
4                      3                      2                      1                      N