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**2019-2020 CSM Student Employee Evaluation**

**Keep this form for your records. DO NOT return to Financial Aid, HR, or Payroll**

**Spring increases for hourly students are entered via the Electronic Personnel Action Form (EPAF) Student Hourly Performance Pay Increase. Instructions can be found at the following link:**

[**https://3a2vzv37nkuw3esf6a3u2t7s-wpengine.netdna-ssl.com/human-resources/wp-content/uploads/sites/88/2018/11/EPAF-Manual-Student-Performance-Pay-Increase.pdf**](https://3a2vzv37nkuw3esf6a3u2t7s-wpengine.netdna-ssl.com/human-resources/wp-content/uploads/sites/88/2018/11/EPAF-Manual-Student-Performance-Pay-Increase.pdf)

**To be effective January 2020, please submit the electronic form by 12/20/2019.**

If the student is no longer working in your department, please send an email to student.contracts@mines.edu with the last date of employment. If a student’s contract expires at the end of fall, we will need a new contract for the spring term.

CWID \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Pay Rate \_\_\_\_\_\_\_\_\_\_\_ **NEW PAY RATE** \_\_\_\_\_\_\_\_\_\_\_

**Please complete the following for each of your student employees; exercising care and fairness.**

5=exceeds expectations 4=meets and sometimes exceeds expectations 3=satisfactory,

 2=needs improvement 1=fails to meet expectations

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|  **Evaluation Criteria**  |  |
| **Quality of Work** Ability to complete tasks with accuracy and thoroughness |  |
| **Initiative** Self-starter; does work on his/her own |  |
| **Work Ethic** Exercises honesty; integrity, and confidentiality when necessary |  |
| **Judgment** Ability to make decisions; seeks advice when necessary |  |
| **Dependability** Demonstrates punctuality and reliability in attendance |  |
| **Responsibility** Willingly accepts responsibility; meets deadlines, etc. |  |
| **Communication**Demonstrates effective written and oral communication skills  |  |
| **Attitude** Cooperates; works well with others; willing to perform job tasks |  |
| **Job Knowledge/Skills** Demonstrates growth in familiarity of job procedures |  |

Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Supervisor Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_