

STUDENT EMPLOYMENT SERVICE RATING 2014-2015

Please complete this form for each student employee who worked in your department in the 2014-2015 Academic Year. With the student's permission by providing a signature below, this form will be referenced in employment verifications and credit reference requests. Please complete and submit this form to Laura Needham, Student Employment Coordinator, Office of Financial Aid, Lee Hall 230 by May 1.

Student's Name: _____

Banner ID: _____

Department: _____ **Session:** () Academic Year; () Fall; () Spring

Performance Level Key: 4 – Exceeds normal job requirements; 3 – Meets normal job requirements; 2 – Improvement is needed to meet job requirements; 1 – Fails to meet job requirements; N/A – Skill is not applicable to this position. Acceptable satisfactory performance requires an average rating of 2.75.

Performance Factors	Performance Levels
1. Job Knowledge/Skills – Maintains satisfactory level of knowledge and skills required to fulfill job duties.	4 3 2 1 N/A
2. Quality of Work – Accuracy, neatness, thoroughness.	4 3 2 1 N/A
3. Record Keeping/Documentations – Maintains records, reports, and correspondence.	4 3 2 1 N/A
4. Productivity – Accomplishes quantity of work expected of job.	4 3 2 1 N/A
5. Dependability – Performs work without close supervision.	4 3 2 1 N/A
6. Adaptability – Readily adapts to change in routine, work load, or work assignments.	4 3 2 1 N/A
7. Initiative – Presents new ideas, improves procedures, demonstrates awareness of clerical or technical changes related to job.	4 3 2 1 N/A
8. Attendance – Maintains satisfactory attendance performance in regard to tardiness, early departures, and/or absences.	4 3 2 1 N/A
9. MyTime – Consistently punches in and out, or completes timecard, resulting in the most accurate record possible with minimal edits required by supervisor.	4 3 2 1 N/A
10. Relationship With Others – Establishes effective working relationships when dealing with co-workers and/or the public.	4 3 2 1 N/A
11. Safety – Works in a safe manner and observes safety practices.	4 3 2 1 N/A
OVERALL EVALUATION – Add numbers circled and divide by number of performance factors used in the evaluation (maximum of 11).	_____

Rated by: _____ **Date:** _____ **Was this rating discussed with the student? Y / N**

Release: I authorize the University of Mary Washington to release this employment service rating, as well as confirm my period of employment to UMW upon receipt of a work or credit reference request.

Student's Signature: _____ **Date:** _____