



2016-2017 CSM Student Employee Evaluation

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

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:

<http://inside.mines.edu/UserFiles/File/hr/HR%20Forms/EPAF%20Manual%20-%20Student%20Performance%20Pay%20Increase.pdf>

To be effective January 2017, please submit the electronic form by 12/31/2016.

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, HR will need a new contract for the spring term.

Student Name _____

CWID _____

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

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 _____