**University of Colorado Boulder**

**STUDENT EMPLOYEE EVALUATION**

Employee: EmplID:

Job Class Description: (SA I-SA IV) Current GPA:

Evaluation: Interim / Exit Date: Recommending Pay Increase: Y / N

Current Pay Rate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Recommended Pay Increase Rate: \_\_\_\_\_\_\_\_\_\_\_

**Please evaluate each employee for each criterion listed below.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **SUPERIOR** | **SATISFACTORY** | **NEEDS**  **IMPROVEMENT** | **UNSATISFACTORY** | **DOES NOT APPLY** |
| **CHARACTER:** |  |  |  |  |  |
| Maintains positive, pleasant, interested and enthusiastic attitude |  |  |  |  |  |
| Shows initiative and does work on his/her own |  |  |  |  |  |
| Is respectful of others |  |  |  |  |  |
| Is creative and offers new suggestions to problems |  |  |  |  |  |
| Demonstrates professionalism |  |  |  |  |  |
| Is a team player |  |  |  |  |  |
| Other: |  |  |  |  |  |
| Other: |  |  |  |  |  |
| **INTERPERSONAL SKILLS:** |  |  |  |  |  |
| Written communication skills |  |  |  |  |  |
| Oral communication skills |  |  |  |  |  |
| Works well with others |  |  |  |  |  |
| Uses language and humor appropriately |  |  |  |  |  |
| Other: |  |  |  |  |  |
| Other: |  |  |  |  |  |
| **ACCOUNTABILITY & RESPONSIBILITY:** |  |  |  |  |  |
| Maintains a clean space |  |  |  |  |  |
| Respectfully and responsibly calls in when late and sick |  |  |  |  |  |
| Attends all mandatory trainings and meetings |  |  |  |  |  |
| Approves Timesheets on time and has minimal missed punches (myLeave, paper or clock-in system) |  |  |  |  |  |
|  |  |  |  |  |  |
|  | **SUPERIOR** | **SATISFACTORY** | **NEEDS**  **IMPROVEMENT** | **UNSATISFACTORY** | **DOES NOT APPLY** |
| Submits requests for time-off/vacation/schedule changes in a timely and respectful manner |  |  |  |  |  |
| Adheres to Office and University Security Policies |  |  |  |  |  |
| Respects private information |  |  |  |  |  |
| Uses office equipment and supplies responsibly |  |  |  |  |  |
| Adheres to office policies |  |  |  |  |  |
| Punctual attendance |  |  |  |  |  |
| Adheres to the dress code |  |  |  |  |  |
| Adheres to the lunch policy |  |  |  |  |  |
| Adheres to the four office standards: compliant, professional, accessible and proactive |  |  |  |  |  |
| Other: |  |  |  |  |  |
| Other: |  |  |  |  |  |
| **JOB PERFORMANCE:** |  |  |  |  |  |
| Demonstrates mastery of job |  |  |  |  |  |
| Produces desired amount of work in a timely manner |  |  |  |  |  |
| Accurate, thorough, makes minimal errors and is quick to find and correct them. |  |  |  |  |  |
| Pays attention to detail |  |  |  |  |  |
| Is organized |  |  |  |  |  |
| Demonstrates increasing job knowledge |  |  |  |  |  |
| Demonstrates exceptional customer service |  |  |  |  |  |
| Excels as a supervisor |  |  |  |  |  |
| Other: |  |  |  |  |  |
| Other: |  |  |  |  |  |
| **MISCELLANEOUS:** |  |  |  |  |  |
| Other: Exchange account-respond to emails that are sent and answer questions or learn the important information in email received |  |  |  |  |  |
| Other: |  |  |  |  |  |
| Other: |  |  |  |  |  |
| Other: |  |  |  |  |  |
| **Overall Job Performance:** |  |  |  |  |  |

**Based on the overall Job Performance, please circle the *recommended* action below.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Rating/Suggestion** | **SUPERIOR** | **SATISFACTORY** | **NEEDS IMPROVEMENT** | **UNSATISFACTORY** |
| Employment Status | retain | retain | Re-train/corrective action | possible termination or corrective action |
| Recognition Recommendation | **1-2 step increase** merit/promotion | **1 step increase** merit/promotion | **.0¢ step increase**  may request a step down to lower level position or termination | **.0¢ step increase**  Re-train/corrective action or termination |

1-2 step increase amounts can be determined within your department. Some suggestions could be between 15-40 cent increases. Promotions and pay increases are never guaranteed. If recommending or approving a pay increase, please see the Student Assistant pay ranges at <https://www.colorado.edu/studentemployment/descriptions-pay-codes>.

**If a student has reached his/her maximum pay range within the SA level, he/she will not be advanced to the next SA level and will not receive a pay increase or will only be increased up to the maximum within the current SA level. Be sure to explain this to your student during his/her evaluation**.

Supervisor's comments:

Employee's comments:

**I have reviewed the above evaluation with my supervisor and was given a chance to write comments. Even though I may have been recommended for a pay increase, I realize that a pay increase is never guaranteed. I hereby agree to the above evaluation.**

Student's Signature Date

Supervisor's Signature Date

Reviewer Signature (*optional*) Date