

**DIVISION OF NATURAL SCIENCES**  
**STUDENT ASSISTANT PERFORMANCE EVALUATION AND MERIT**  
**RECOMMENDATION GUIDELINES**  
(July 1, 2000 Implementation)

**EVALUATING STUDENT PERFORMANCE**

Supervisors are encouraged to provide student assistants with on-going feedback on their performance. Annual written performance evaluations for students are not required. However, the Evaluation and Merit Recommendation form may be used to evaluate performance to provide additional feedback in writing, regardless of whether or not a merit increase is being recommended. If a student employee is having performance problems, please contact your Natural Sciences Human Resources/Payroll Assistant to discuss how to address this situation.

The Evaluation and Merit Recommendation Form is required when performance warrants a merit increase and unit funding is available.

**MERIT INCREASE ELIGIBILITY**

While a merit increase recommendation is based solely on performance versus length of service, a student employee should normally have worked a minimum of one quarter, preferably longer, and a reasonable number of hours before receiving a merit increase.

Students may only receive one merit increase per year in each position they work. You may contact your Natural Sciences Human Resource/Payroll Assistant if you are uncertain of the date of your student employee's last merit increase.

**PROCESS FOR SUBMITTING MERIT RECOMMENDATION**

1. Supervisor completes Evaluation and Merit Recommendation Form
2. Supervisor meets with student to provide verbal feedback and discuss evaluation form and obtain student employee's signature
3. Supervisor signs and dates form and forwards to Natural Sciences Human Resources/Payroll Assistant (301 Baskin Engineering Building)
4. Human Resources/Payroll Assistant will verify availability of funding with NSBO Accountant
5. Human Resources/Payroll Assistant will process on-line entry and annotate date and amount of increase on internal payment record

**TIMING**

This evaluation and merit process is being implemented on an ad-hoc basis so that supervisors may initiate a recommendation at any time during the year. Reminders that this option is available will be included with our regular May and August student extension and recruitment communications.

All merit increases will be effective the first of the month following receipt of the recommendation.

(May, 2000)

**DIVISION OF NATURAL SCIENCES  
STUDENT ASSISTANT EVALUATION AND MERIT RECOMMENDATION FORM**

Using the process guidelines as a reference, please complete the following brief evaluation of the student's work performance since hired or since last merit increase. Indicate your percentage-based merit recommendation (between 0-5%) below, review the evaluation with the student and obtain his/her signature, sign and date the document yourself and return it to your Human Resources/Payroll Representative in the Natural Sciences Business Office, Baskin Engineering Building 301.

*(NOTE: merit increases are funded by the hiring department or research grant)*

**Using the rating scale below, indicate appropriate level of performance in following areas:  
O=Outstanding M=More Than Satisfactory S=Satisfactory I=Improvement Needed**

- \_\_\_ DEPENDABILITY: Consider punctuality, regularity in attendance, meeting deadlines, and level of independence.
- \_\_\_ QUALITY OF WORK: Evaluate the accuracy, completeness and follow-through of work. Also consider compliance with work and health safety rules and procedures.
- \_\_\_ PRODUCTIVITY: Evaluate the volume and timeliness of work based on the requirements of the job.
- \_\_\_ COMMUNICATION AND INTERPERSONAL SKILLS: Consider ability to communicate and interact with coworkers and customers in a helpful and informative manner.
- \_\_\_ JOB KNOWLEDGE: Evaluate the use of information, procedures, materials, equipment and techniques, etc., required for current job.
- \_\_\_ INITIATIVE: If applicable, consider self starting ability, resourcefulness, and creativity as applied to the duties of the position.
- \_\_\_ PLANNING/ORGANIZING; Consider abilities to handle varying work demands, to develop efficient methods, to establish work priorities and to utilize available resources.

**Include any comments or items of particular note about the employee's performance here, using back of page if additional space needed.**

**Merit Increase Recommendation:** Based on the above evaluation, indicate percentage of increase recommended.

\_\_\_\_\_ (0 – 5%)

**All merit increases will be effective the first of the month following receipt of the recommendation.**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Print Student Employee Name // Student Employee's Signature Date

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Print Supervisor Name // Supervisor's Signature Date

\*Your signature indicates neither agreement nor disagreement with the evaluation, but it does indicate that you have read the evaluation and discussed it with your supervisor.

New Hourly Rate: \$ \_\_\_\_\_  
*For Service Center Use Only*