



Carbondale Campus End User Instructions FORM – Evaluation of Undergraduate Assistant

Use: To evaluate an undergraduate assistant's job performance.

Access: Obtain necessary form(s). Electronic forms are available through the eforms website *eforms* <http://eforms.siu.edu/siuforms/info/fao1009.html>

Instructions: Complete the form using the following instructions.

General Information Section: All fields in the section are mandatory unless otherwise noted.

Name The last, first and middle name of the undergraduate assistant.

HRMS ID The student's HRMS ID.

Department (Organization)
The name of the employing department.

Position Title Title of the position held by the undergraduate assistant.

Evaluation Section: For each task being evaluated, select one rating and provide any comments. If you give a "Needs Improvement" or "Unsatisfactory" rating for any of the areas being evaluated, a reason for that rating must be provided in the Comments section next to the rating.

Rating (Select One) Select the appropriate rating (Excellent, Good, Satisfactory, Needs Improvement, Unsatisfactory, Not Applicable) from the drop down list for each of the following evaluation criteria.

- Quality of work
- Completion of assignments
- Ability to perform on a paraprofessional level
- Ability to work with supervisor and other staff
- Knowledge and abilities in major field
- Problem solving skills
- Communication skills
- Ability to learn from the Undergraduate Assistant experience
- Overall rating.

Comments Free form text of comments related to the area being evaluated.

Additional Comments Free form text of additional comments related to the overall performance of the undergraduate assistant.



Administrative Approvals Section: Note to supervisors – For all “Needs Improvement” and “Unsatisfactory” work ratings, please specify action that is required by the undergraduate assistant to improve work performance.

Signature of Supervisor/Date

Signature of supervisor who prepared the evaluation and date signed.

Signature of Dean/Director/Date

Signature of the Dean or Director who approved the evaluation and date signed.

Signature of Student/Date

Signature of undergraduate assistant being evaluated and date signed.

Special Notes:

If the evaluation contains any needs improvements or unsatisfactory ratings, action that is required by the undergraduate assistant to improve work performance must be provided in the comments section.

The hiring department should maintain a copy of the completed *Evaluation of Undergraduate Assistant* form.

Routing:

Print this form, acquire the appropriate signature(s), and mail to:
Associate Director, Financial Aid Office, MC 4702.