



Student Employment
Policies & Procedures
Manual
for
Undergraduates and Supervisors

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Introduction

The purpose of this manual is to provide information on the Work-Study/Student Worker programs at IAIA: Federal (FWS), State (NMWS) and Institutional (IWS). These programs are designed to provide part-time student employment for students who are eligible.

IAIA also employs students as Season Student Workers when school is not in session and managed through Human Resources.

This manual provides IAIA students with policy information that includes external Federal and State regulatory policies and internal IAIA policies.

The policies and procedures described in this manual are not for regular IAIA staff and are not considered an employment contract. IAIA students hired under the IAIA Work-Study/Student Worker program are considered program participants, even though terms such as “job”, “position” and “employment” are denoted.

While IAIA will take any effort to advertise and announce any/all works-study program edits/changes, IAIA reserves the right to improve, modify, revoke, suspend, terminate, or change any or all program procedures, and rules in whole or in part, at any time with or without notice in accordance with Federal, State and/or internal IAIA policies and regulations. Major changes in policies, rules, and procedures will be published. It is considered the responsibility of the student to review any updates and/or edits.

The IAIA Work-Study/Student Worker program is a partnership between the program participant (IAIA Student), the Financial Aid Office (Federal/State program types), the Career Office (all program types), the hiring department (all program types) and the IAIA Human Resource Office (all program types).

Disclaimer: Unemployment insurance is not collected from IAIA for Work-Study/Student Worker program participants (regardless of Work-Study/Student Worker employment program type). Thus, a student employed as a FWS, NMWS or (IWS) program participant is NOT eligible for New Mexico Unemployment Compensation Benefits.

Types of Student Employment Programs

- Federal Work-Study (FWS): Based on official/final FAFSA results. Need-based. Limited funding with award limits.
- New Mexico State Work-Study (NMWS): Based on official/final FAFSA results. Need-based. Limited funding with award limits. Requires NM residency.
- Institutional (IAIA) Student Worker (IWS): Non-need based.
- Seasonal Student Worker: Contact HR.

Student Eligibility

For program participation via the IAIA Work-Study/Student Worker employment program for FWS, NMWS and/or IWS, except where noted), participants must:

- Be enrolled in and maintain a credit load of at least 6 credit hours during the regular semester or 3 semester hours during any official summer session on the campus of IAIA per semester to be eligible;
- Be in a degree-seeking program. Note: Participants do not earn college course credit for hours worked;
- Maintain a Cumulative Grade Point Average of 2.0 or higher (for continuing IAIA sophomore, junior and senior level students; gap is waived for new incoming freshmen);
- Must maintain financial aid Satisfactory Academic Progress (SAP) throughout the year. Progress is reviewed each term. If not maintained, the Work-Study/Student Worker employee will be terminated from their position;
- For FWS or NMWS: have financial need as determined by official/final FAFSA results and denoted on award letter. Preference given to highest need students (Pell eligible).
- Be U.S. citizen or an eligible non-citizen.
- For NMWS: Program participants are eligible to be considered for NMWS if they are a resident (for tuition purposes) of New Mexico *and* a citizen of the United States or a permanent resident alien.
- **Educational Assistants** and **Residential Assistants** must get approval in advance of next semester to the Financial Aid Office before being allowed to continue to work.

Overall Program Guidelines

- Students may not begin employment until all hiring paperwork is signed and submitted to HR;
- During the semester, students can work a **maximum** of 20 hours per week.
- All program participants may be hired for only **one job**.
- All Work-Study/Student Worker positions must be renewed each semester EXCEPT Education Assistants and Residential Assistants (please see below).

Program Types

Federal Work-Study Program

The Federal Work-Study (FWS) program is administered by the IAIA Financial Aid Office. Federal funds are allocated annually to institutions that are eligible to participate in the FWS Program. The FWS program is administered in accordance with the laws and regulations of the U.S. Department of Education.

Students who demonstrate the highest financial need (Pell eligible) receive award preference based upon official and final FAFSA results may be awarded FWS Funds. Awards are granted on a first come, first served basis until awards are exhausted.

Students are required to submit a FAFSA to determine eligibility for these program types. If a student files their FAFSA late (or after other eligible students have been awarded), an FWS Award may not be available due to lack of available awards. This holds true regardless of whether students have received a FWS Award in the past, have a financial need, or have a specific job arranged. A very limited number of FWS positions exist at IAIA as determined by annual allotments.

Accepting the FWS Award does not guarantee students will secure a position. For the FWS program, when positions are available, students are encouraged to secure a position related to their major.

Being an FWS participant gives you an opportunity to develop the personal qualities and work skills you will need to succeed in your chosen fields. The FWS program is for the purpose of training and enhancing educational goals; IAIA maintains the philosophy that a student's employment should be a learning experience and is secondary to the student's academic work.

FWS Community Service Requirement (FWS only)

Due to the 1998 Reauthorization of the Higher Education Act of 1965, unless a waiver has been granted by the U.S. Department of Education (via the IAIA Financial Aid Director pre-request and established process), institutions are required to utilize at least 7% of the FWS program allocations to pay students who work in community service jobs. These jobs may be on or off campus. At least 5% of the 7% allocation must be used to pay for students who work in family literacy programs that provide services to families with preschool or elementary school children or who work as reading tutors employed at elementary schools as part of the America Reads Challenge. The federal government provides a waiver for the 25% matching requirement for students employed in literacy programs or reading tutors.

Definition of Community Service (FWS only)

Community service is defined as services that are designed to improve the quality of life for the community, particularly low-income individuals, or to solve problems related to their needs. These services include, but are not limited to the following:

- Health Care, Child Care
- Literacy Training
- Education
- Welfare, Social Services
- Transportation
- Housing and Neighborhood Improvement
- Public Safety
- Crime Prevention and Control
- Recreation
- Rural Development
- Community Improvement

New Mexico State Work-Study (NMWS)

State funds are allocated annually to institutions that are eligible to participate in the NMWS Program. The NM Work-Study (NMWS) program is administered by the IAIA Financial Aid Office.

Students who demonstrate the highest financial need (preferably those with a “0” EFC) based upon official and final FAFSA results may be awarded NMWS Funds. Awards are granted on a first come, first served basis until awards are exhausted.

Students are required to submit a FAFSA to determine NMWS eligibility. If a student files their FAFSA late (or after other eligible students have been awarded), a NMWS award may not be available due to lack of available awards. This holds true regardless of whether students have received a NMWS award in the past, have a financial need, or have a specific job arranged. A limited number of NMWS positions exist at IAIA and are determined by annual state allotments.

Students are eligible for NMWS if the criteria below are met [History: Laws 1982, ch.88, § 9]. In addition, IAIA shall ensure that it contributes at least 20% of the salary for the NMWS assignments.

Program participants are eligible to be considered for NMWS if they are a resident (for tuition purposes) of New Mexico *and* a citizen of the United States or a permanent resident alien.

Combined FWS and NMWS Program Information

IAIA must insure that you, the student, are not employed in certain jobs. You cannot work in the following jobs and remain eligible for the FWS or NMWS programs [21-21B-9.Prohibitions (1982)]:

- Jobs that advance a religious purpose;
- Jobs that have an objective that is primarily religious;
- Jobs that involve excessive entanglements with a religious organization; and
- Jobs that involve partisan political activity.

Institutional Student Worker

Unlike Federal or State Work-Study, Institutional Student Worker is not need-based. However, student must file a FAFSA, enroll in at least six credit hours, and maintain a minimum 2.0 GPA every semester.

Seasonal Student Employment

Contact Human Resources.

Funding

Work Award Amounts and Earnings

FWS and NMWS employees may not earn more than the dollar amount of their award. It is the responsibility of the program participant (IAIA Student) and your supervisor to ensure that you do not go over the allotted amount. Dependent upon availability of funding, additional funds may not be added for those participants who work over their awarded dollar amount. It is very important that students accurately track worked hours to ensure that the total hours worked do not exceed the limit given in the award. The Financial Aid Office may terminate employment and may be required to cut off payment at award limit, which may result in payment due from the hiring department via the IAIA Finance Office.

It is possible for work program award amounts to change throughout the academic year. Changes could be the result of altered financial circumstances, receipt of additional financial aid, a change in the number of enrolled credits, etc. It is the student's responsibility to notify their supervisors of any changes in award amount.

Prior to Hire: Roles and Responsibilities

Applicant Responsibilities

- File a FAFSA every academic year.
- Confirm Work-Study/Student Worker eligibility with Financial Aid Office.
- Meet satisfactory academic progress and all initial and on-going eligibility requirements.

Internship & Career Office Responsibilities

- Manage Work-Study/Student Worker application process.
- Facilitate Supervisor orientation.
- Coordinate job description postings for all program types (FWS, NMWS, IWS).
- Monitor job description content for Federal compliance.
- Identify Work-Study/Student Worker job locations and Supervisors through job postings.
- Assist students (program participants) with process.

Financial Aid Director Responsibilities

- Determine eligibility for all program types (FWS, NMWS, IWS).
- Approves student employment application confirming eligibility.
- Monitor student hours worked (FWS and NMWS only) to ensure award compliance.
- Monitor Academic Progress to ensure initial and continuing student eligibility.

Supervisor Responsibilities

- Attend supervisor orientation.
- Submit to the Internship and Career Office your Job Description by deadline.
- Visit the Student Jobs web page to download a Job Description Template. Or contact the Internship and Career Office.
- Notify the Internship and Career Office of any changes in the Job Description.
- Notify the Internship and Career Office when position(s) are filled or vacant.
- Interview applicants for open positions;
- Complete and submit final hiring step in the online application process;

Work-Study/Student Worker Responsibilities (upon hire)

Accepting a position should be considered a serious commitment. When students are hired, supervisors expect program participants to become a member of a dependable work unit. The Internship and Career Office, Financial Aid Office and the hiring Supervisor will expect the following of all participants:

- The student employee is a mandatory reporter to report misconduct to the Title IX Coordinator.
- For FWS or NMWS: Earn no more than the dollar amount determined on your award letter;
- Notify Financial Aid Office of any enrollment (credits) changes during the academic year and/or of any changes in your family financial circumstances;
- Maintain satisfactory academic progress;
- Report to work at the agreed-upon time and be prepared to work;
- Attend to assigned duties and not conduct personal business or complete course-work while at work;
- Work with a cooperative and positive attitude;
- Notify their supervisor immediately if work schedule changes. projects and exams may occasionally interfere with work schedule; supervisor should be notified when changes can be predicted;
- Keep an accurate record of hours worked;
- Work up to, but not exceed the allowed hours and amounts listed in the Student Employment Application & Agreement;
- Submit a completed time sheet form to your supervisor every two weeks;
- Notify your supervisor promptly in the event of a revision in your work award;
- Notify your supervisor of any job-related accident, illness or injury. Please refer to the IAIA Student handbook for concise information;
- Report to work with appropriate appearance and attire. This includes, but is not limited to, proper dress, cleanliness, and personal hygiene;
- Maintain strict confidentiality in all student and other pertinent IAIA matters which may come before you in the course of performing any duties and responsibilities for IAIA. If in doubt, discuss any disclosure with your supervisor

***Please note: Disclosure of Confidential Information may result in disciplinary action which may include but is not limited to immediate termination.**

Applying and Hiring Process

Students: Applying for Work-Study/Student Worker Positions

- All Work-Study/Student Worker positions available for application on the **first day of the semester.**
- Visit IAIA Student Success>Student Jobs web page to find employment and hiring information (job descriptions, Work-Study/Student Worker application etc.).
- Only apply for jobs that are indicated “Open”.
- It is best practice to have a resume, although not all supervisors will require one.
- Follow-up with your application by contacting the supervisor of record and request an interview.
- When offered employment, supervisor notifies Human Resources (HR).
- Student employee may not begin working until HR finalizes hiring.
- HR will notify student employee of the required forms to finalize hiring.

Supervisors:

- Supervisor contacts student and arranges an interview.
- When considering the student applicant, ensure the student has the necessary skills required to perform the job.
- The same interview questions should be asked of all applicants.
- When you hire the student, submit hiring form to HR.
- Please consider informing the student how they will know of the outcome of the interview.
- Before any student may begin work, eligibility must be verified through the Financial Aid Office and Human Resources.
- Human Resources administers all new hire paperwork as per Federal policy. Work-Study/Student Worker completes an I-9 form (a copy or copies of acceptable identification are required), a W4 form, and an Emergency Contact Form.
- Upon hire, work with hired student(s) developing a Work-Study/Student Worker Assignment.

- Keep track and approve student hours worked and make sure times sheets are completed online in Paylocity reporting system—it is the student’s responsibility to turn in the timesheets or enter hours in Paylocity system.
- Review, complete, and sign Confidentiality Form (see appendix for Form).
- Conduct training as needed identifying expectations of department and of position.
- Optional: Conduct an evaluation of student performance prior to the end of each semester as part of the termination process. Submit evaluation to the Internship and Career Office.

Work-Study/Student Worker’s and Supervisor’s First Day

- Supervisor and student employee review Work-Study/Student Worker Policies & Procedures Manual with Supervisor.
- Review Title IX policy emphasizing student employees are mandatory reporters.
- With your supervisor, review timesheet process through Paylocity.
- Review deadlines for submission of worked hours for payroll with your supervisor.

Work Hours

Maximum

You are limited to working no more than twenty hours per week. You are not allowed to work overtime hours. Working during breaks is permissible when agreed to by the supervisor.

You must work your assigned work schedule. Your supervisor should report to the Internship and Career Office any changes in schedule. Please keep in mind this is important to assure compliance with the Department of Education Federal Regulations and IAIA policies.

Missing Assigned Work Hours

IAIA understands a student’s primary responsibility is to succeed in meeting their educational goals. However, failure to show up for assigned work hours without obtaining supervisor consent is not acceptable. Initial and recurring non-excused instances may result in consequences such as a verbal warning, a written warning to you with a copy to the Internship and Career Director and Financial Aid Director, or even immediate termination of the assignment.

Human Resources/Payroll

Required Documents for HR/Payroll

- W-4 Tax Withholding Statement & I-9.
 - Please note that you will also need to provide documentation to complete the I-9 (federal law which requires all workers to establish eligibility to work in the U.S.).
 - **If the I-9 is not completed, HR will not be able to process paychecks.**
- Emergency Contact information
- Direct Deposit Form

Rate of Pay

- Rate of pay is determined each year by based on availability of Institutional resources. FICA taxes will not be withheld.

Paychecks

Paychecks are processed every two weeks.

If you do not have Direct Deposit, checks may be picked up from Student Accounts on that Friday after 3pm.

Confidentiality

The Family Educational Rights and Privacy Act (FERPA) is a federal law, enacted in 1974, that guarantees the confidentiality of student records. You should familiarize yourself with some of the basic provisions of FERPA to ensure you do not violate this federal law. FERPA violations may result in disciplinary action including, but not limited to, the loss of your job.

Under no circumstances may a Work-Study/Student Worker release student information to anyone, unless the position specifically requires you to do so. Refer any requests for information about a student to the supervisor to ensure that FERPA violations do not occur.

Work-Study/Student Worker must avoid acquiring student records information that is not required to do their job. Work-Study/Student Worker may not exchange student information that they have learned while performing their job. Even a minor disclosure of information (e.g., telling another student of someone's class schedule) may be a FERPA violation and may result in disciplinary action. Any information obtained on the job regarding students must remain in the workplace. **Workers in all departments are required to read and sign a Confidential Agreement form. (Form in Appendix)**

Personal Appearance

The nature of the position with IAIA will determine the type of dress that will be appropriate for work. All work-studies are expected to dress in a manner that will present a favorable image of IAIA to the community. Supervisors will review any specific dress requirements for each position with the student.

Job Satisfaction

If a Work-Study/Student Worker finds themselves unhappy or unsafe in an assignment situation, we suggest that they talk openly with their supervisor. If the matter is not resolved to the Work-Study/Student Worker's satisfaction, contact the Internship and Career Director to intercede and attempt to find a mutually satisfying resolution. If this does not resolve the situation, then contact the Financial Aid Director. Alternative opportunities are not guaranteed.

Payroll

The Work-Study/Student Worker is responsible for submitting hours into Paylocity for supervisor's approval. The supervisor is responsible for accurately accounting for the Work-Study/Student Worker's working hours and approving in Paylocity. A Work-Study/Student Worker will not be paid timely unless time is submitted and approved in Paylocity on due date. Paper time sheets are not accepted and if occurs routinely, a student written explanation will be required to be submitted to the IAIA Finance Office (CFO) for review.

Paylocity/Time Sheets

It is the responsibility of both the supervisor and the student to submit and complete the student's time sheet in TLO. **Late submissions of the TLO/ time sheets will be processed the next pay period for the previous pay period. Please keep in mind that late time sheets will be one pay period late.**

HR (payroll) will not go back any later than one pay period and process "late" time sheets that the student failed to turn in.

Terms of Release

Work-Study/Student Worker can be dismissed for the following reasons:

- Voluntarily (it is professional and appropriate to write a letter of resignation and give at least two-week's notice).
- Failing to fulfill all duties and responsibilities as outlined in the job description.
- Failing to show up at assigned work hours without prior approval.
- Other reasons as outlined in the Work-Study/Student Worker online agreement.

It is IAIA's policy to encourage employees to perform to their highest levels of ability and conduct themselves in a professional manner at all times. The corrective action process is intended to: help employees and address conduct in violation of appropriate standards; avoid future performance or conduct issues; and encourage open communication.

Employment with IAIA is by mutual consent between IAIA and the employee. Therefore the employment arrangement is considered "at will" and may be terminated at any time, with or without cause, by either IAIA or the employee.

Following is a description of the steps of the corrective action and progressive disciplinary process. **IAIA has the option of deviating from these steps as IAIA deems appropriate, such as when serious misconduct occurs.**

The corrective action or progressive disciplinary process includes, but is not limited to:

Verbal Reprimand - An oral statement informing an employee that his/her performance, actions, behavior, or conduct need to demonstrate immediate and sustained improvement. This reprimand should include the nature of the problem, the IAIA Department's expectations, and the consequences should the problem continue. It is recommended that supervisors document the date, time, and content of the verbal reprimand. A verbal reprimand will be documented by the supervisor and filed in the Work-Study/Student Worker's personnel file in the department of hire.

Written Reprimand - A written reprimand specifies the inappropriate conduct or performance deficiency. It states a reasonable timeframe and effort required for improvement and identifies the consequences for failure to meet the required improvement. The written reprimand will be filed in the Work-Study/Student Worker's personnel file in the department of hire.

Termination – If the performance problem or conduct is not corrected, an employee may be terminated. An involuntary termination of employment with IAIA may occur whether or not the employee has been previously disciplined. If the cause of termination violates Student Code of Conduct, the cause of termination will be reported to Dean of Students.

If a Work-Study/Student Worker is terminated, you must fill out a Work-Study/Student Worker Evaluation /Termination Form. A copy of the termination form will be filed in the Work-Study/Student Worker's file in the department of hire. Submit original to Internship and Career Office for signature. Internship and Career Office will forward form to Financial Aid Office for signature. Financial Aid Office will forward form to Human Resources for filing. The form is important for tracking Work-Study/Student Worker positions and is also important for redirecting Work-Study/Student Worker funds.

The form can be found in the appendix.

Work-Study/Student Worker Evaluation

Work-Study/Student Worker performance evaluations are at the discretion of the supervisor. Departments are free to use their own performance evaluation tool.

Financial Aid (FWS and NMWS only)

Work Study Reconciliation

The Financial Aid Director will formally reconcile FWS and NMWS hours and earnings routinely throughout the semester. Supervisors are responsible for keeping track of hours

worked by your Students. The amount of FWS and NMWS awarded depends on the amount allocated by the Government and State. Any non-approved overages earned will be charged to departmental budgets.

Overawards: Changes in Eligibility to Work

If a FWS or NMWS student receives additional resources (specific need-based aid) that impacts eligibility for FWS or NMWS funds, the Financial Aid Director will make adjustments to the Student's FWS or NMWS award to ensure compliance with state and federal regulations. If applicable, the Financial Aid Director will notify the student and hiring supervisor if there is a reduction in a Student's FWS/NMWS award. Reductions will only occur to "unearned" Work-Study/Student Worker. If this occurs, if departmental funding is available, departments may opt to offer the student IWS.

APPENDIX

IAIA Work-Study/Student Worker Termination Form

Supervisor's Section:

The Supervisor must complete this section and give the Termination Form to the Internship and Career Director.

Student's Name: _____

Job Title: _____

Department Code: _____

Date of Termination: _____

Reason for Termination: _____

Was the student informed of his or her termination? _____

Do you need the position re-posted? Yes No

Supervisor's Name (printed): _____

Supervisor's Signature: _____ Date: _____

Internship and Career Director's Section:

The Internship and Career Director must complete this section and give the form to the Financial Aid Director.

Position Posted: Yes No

Internship and Career Director's Signature: _____ Date: _____

Financial Aid Director's Section:

The Financial Aid Director must complete this section and give the form to Human Resources.

Funds reconciled: _____

Comments:

Financial Aid Director's Signature: _____ Date: _____

Human Resources' Section:

The form is to be completed and placed in the student's file.

HR Representative's Signature: _____ Date: _____



INSTITUTE OF AMERICAN INDIAN ARTS

Student Worker and Work-Study/Student Worker Confidentiality Agreement

Name: _____ Date: _____

Department: _____ Dept. Code _____

I, _____ recognize and accept the duties and responsibilities pertaining to the position of _____ at IAIA. As a student worker of IAIA, I accept full responsibility for the proper management and care of confidential information entrusted to me. I understand that I am prohibited from disclosing any confidential information which I have knowledge and/or possession of while employed at IAIA. I understand that I shall be held accountable for any information disclosed whether verbally, written, electronically distributed and/or divulged in any other fashion to individuals not considered within the scope of my described job duties and responsibilities at IAIA. I understand that deliberate disclosure of confidential information is limited to the sole purpose of operations and management at IAIA is cause for immediate termination.

I acknowledge that I have read and understand the IAIA Confidentiality Agreement and I agree to the conditions set forth therein.

Signature Date

Supervisor Date

Human Resources Date

Work-Study/Student Worker Performance Evaluation (Optional)

Student's Name _____ Title _____
 Office/Dept. # _____ Date of Evaluation _____

PERFORMANCE DEFINITIONS

- * 3 Commendable Performs beyond specified requirements within job description
- * 2 Acceptable Meets the specified requirements for the job description
- * 1 Unsatisfactory Does not meet the requirements of the job

STEP I: EVALUATE THE ELEMENTS OF PERFORMANCE. Evaluate factors indicated below by checking the appropriate space and commenting if applicable.

QUALITY – Performs work:	3	2	1
Completes the necessary amount of work	_____	_____	_____
Is able to prioritize tasks	_____	_____	_____
KNOWLEDGE –			
Is capable in handling all phases and details within position	_____	_____	_____
INTER-RELATIONSHIP –			
Is willing to work with others	_____	_____	_____
Is able to work others	_____	_____	_____
JUDGEMENT -			
Is able to make decisions based on sound reasoning	_____	_____	_____
JOB DEPENDABILITY –			
Is honest / reliable in carrying out instructions	_____	_____	_____
DEPARTMENT/WORK BEHAVIOR –			
Accepts procedures	_____	_____	_____
Is discrete in speech and action	_____	_____	_____
Is enthusiastic	_____	_____	_____
INITIATIVE -			
Is a self starter	_____	_____	_____
Show originality	_____	_____	_____
Makes decisions when required	_____	_____	_____
Initiates action	_____	_____	_____

STEP II: OVERALL PERFORMAMCE RATING. Considering all of the above accomplishments check the appropriate space below to indicate the overall performance rating. Take into account results achieved during the rating period compared to the expectations of the supervisor as to how well the standards for the position are being met, exceeded or to the degree the employee's performance falls short of expectations.

OVERALL EVALUATION _____
 (Commendable – Acceptable – Unsatisfactory)

Supervisor signature: _____
 Student signature: _____