Federal Work-Study Handbook

Throughout this Handbook, Federal Work Study will be referred to as FWS and the Enrollment Service Center will be referred to as the ESC. The FWS Program is housed in the Office of Financial Aid located in Room 226 Perry Hall. The ESC is located on the first floor of Perry Hall.

This Handbook provides guidance for FWS students.

Contacts
1. **General Questions**
   Enrollment Service Center (ESC) / 1st Floor Perry Hall
   802.860.2777 / esc@champlain.edu

2. **Job Search**
   Angela Hyldburg
   Career Services / 328 Maple Street
   802.860.2720 / ahylburg@champlain.edu

3. **Workday**
   Jackie Greer
   People Center
   3rd floor Lakeside Campus
   802.865.5431 / jgreer@champlain.edu

4. **Eligibility**
   Michelle Veladota
   Office of Financial Aid / Perry Hall Room 226
   802.865.6435 / veladotam@champlain.edu

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What is FWS?

FWS is an employment program funded by the federal government and Champlain College. Eligible students may work part time earning money to help with the costs of attending Champlain. The jobs are on-campus and at specific off-campus, non-profit organizations which contract with the College. Champlain encourages community service work and on-campus work related to the student's course of study when possible. It is possible that many jobs may not seem to be related to your course of study. However, most jobs offer an opportunity to develop transferrable skills. These skills are often helpful in any chosen career.

FWS can be awarded to students with financial need as part of the financial aid award. Students are eligible to earn wages up to the amount listed on the award letter (can also be seen in Web Advisor). The amount of each student's award varies up to a maximum award of $3,000. Amounts are based on financial need and availability of funds. On average, students work 8-12 hours per week. Students are paid an hourly rate and are paid every two weeks for the hours worked. Eligibility for the program is reviewed annually. FWS jobs are only available during the academic year.

To be considered for FWS, submit the Free Application for Federal Student Aid (FAFSA) at http://www.fafsa.ed.gov/ making sure to include the Champlain College School Code, 003684. FWS awards are determined by need, enrollment status, and the availability of funds at the College.

Some great advantages for students who choose to use their work-study awards:
• Additional financial resource while in school
• Valuable work experience for your resume
• May help to reduce your need for student loans
• Opportunity to network with professionals
• Opportunity to sample different career choices
• Valuable and practical career-related experiences
• Opportunity to enhance your fundamental work skills
• Develop a sense of community and involvement with Champlain

FWS and Your Bill
FWS does not credit the student’s bill, so it should not be counted toward paying the bill when determining the balance due after financial aid. The earnings are paid directly to the student every two weeks based on hours worked.

Adjustments to Award
FWS awards may be modified or cancelled if the student’s financial need changes. This could occur if adjustments to income or assets are made on the FAFSA, additional scholarships and grants are received, or when the student and family decide it is necessary to take out additional loans thereby reducing or eliminating student need.

Searching Jobs
Champlain does not place students into jobs. Instead the College emphasizes career preparation by teaching students to search for and secure a job. This is an important step toward career success. Each student must actively search and apply for available positions. A FWS award does not guarantee student employment. Students who need assistance with searching for a job should contact Career Services.

Incoming Students
- Detailed, step-by-step instructions for logging into and using JobSpot is sent to incoming students’ Champlain MyMail account in mid-August. Instructions are also available at champlain.edu/work-study-job-search.
- Apply for all positions you’re qualified for, not just one.
- Getting hired is a competitive process. Follow-up with hiring supervisor(s) a few days after applying to further express your interest.
- Continue searching and applying until you’re offered a position.

Returning Students
- Most of you should already have JobSpot by Symplicity accounts. If you need assistance accessing your account, contact Angela Hyldburg in Career Services at ahyldburg@champlain.edu or 802-860-2720.

Most positions require a resume and/or cover letter. For assistance, see a Career Services Peer Advisor. Drop-In Hours are held in the Garden House.

Job Fair
Career Services sponsors a Job Fair the first day of classes in the fall semester. The fair is a great event, and students are encouraged to attend. Check Career Services’ website for date, time, and location. Dress to impress and bring copies of your resume if you have one. Many hiring supervisors from both
on- and off-campus offices attend the Job Fair in order to meet and discuss opportunities with interested applicants. Please search JobSpot by Symplicity in advance to review posted positions.

**Community Service**

Community Service through the FWS Program provides paid student employment positions to qualified students who want to work off-campus at non-profit agencies. Community Service work-study positions are meant to provide enriching experiences for both our partners and our students. Please go to JobSpot to search for opportunities at our Community Partner sites.

**Community Partners**

- Burlington School System/Elementary Schools
- City of Burlington
- COTS
- Greater Burlington YMCA
- King Street Center
- City of Winooski/Youth Programs
- City of Winooski/Public Library
- Vermont Student Assistance Corporation (VSAC)

**Student Responsibilities**

A work-study student has certain responsibilities. Students must:

- complete all Onboarding forms and processes
- provide the required ID for completion of the federal I-9 Form prior to the first day of work
- begin working only after receiving the **Student May Begin Working** confirmation email from Workday
- show up for work on time and ready to work
- accurately fill out time entry in Workday at the end of each shift
- monitor earnings against FWS award and not exceed award amount
- notify supervisors in a timely manner when unable to make a shift due to illness
- follow office policies regarding dress code, attendance and all other office guidelines
- comply with Vermont and federal payroll laws and regulations, office policies, Champlain College Policies and Standard of Conduct, and the guidelines in this handbook

Student employees are a vital part of the operation of most departments. Both on- and off-campus offices are reliant on the services students contribute just as they depend on the work performed by regular staff. All duties should be performed conscientiously, responsibly, and in accordance with the written job description. FWS positions are real jobs; they are not a time to do homework.

It is important to understand that any student found responsible for fraudulent activity within the FWS Program is subject to disciplinary action which could include the following based on the individual case: loss of FWS eligibility at Champlain College, dismissal from the College, and/or legal prosecution.

**Student Pay Rates**

Federal Law and College policy dictate that those who perform equal work must receive equal pay. The 2015-2016 Student Pay Schedule is the College’s guideline for pay rates for all student employees.

**2015-16 Student Employee Pay Levels and Rates**
Calculating Number of Hours a Student May Work
The number of hours a student may work per week varies depending on the award amount, pay rate, number of weeks remaining in the semester/year and the number of jobs the student works. It is recommended that the student not exceed 20 hours per week from all combined jobs. However, over College breaks a student may work a maximum of 37.5 hours per week. No student may work in excess of 37.5 hours per week at any time.

The following chart may be used for planning purposes keeping in mind that all numbers are based on a specific award amount and 30 weeks in an academic year. The chart reflects the number of hours a student is eligible to work at specific pay rates. If the number of weeks remaining varies from the basic chart, or the award amount is different, you can use the formula that follows the chart.

Average Number of Hours a Student May Work

<table>
<thead>
<tr>
<th>Student Contract Amount</th>
<th>Number of Weeks Academic Year</th>
<th>Pay Rate</th>
<th>Hours per Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>3000</td>
<td>30</td>
<td>9.60</td>
<td>10.41</td>
</tr>
<tr>
<td>3000</td>
<td>30</td>
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<td>9.8</td>
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<td>11.80</td>
<td>8.47</td>
</tr>
<tr>
<td>3000</td>
<td>30</td>
<td>12.80</td>
<td>7.81</td>
</tr>
</tbody>
</table>

Use the following calculation for varying number of weeks, award amount, and rate of pay (to use this, you must know the student’s remaining award balance if the student has already been working):

**Award amount / number of weeks remaining / rate of pay = available hours per week**

**Example:** $1000 remaining award / 13 remaining weeks / $9.60 hourly rate = 8.01 hours per week

If a student has more than one job, the total number of hours worked cannot exceed the hours per week in this calculation between all positions. It is the responsibility of both the supervisors and the student to track earnings to prevent the student from exceeding the award amount.

**Onboarding**
Onboarding is located in Workday and consists of all payroll paperwork and processes that must be completed by each student once hired. No student may begin working until all steps have been finalized. Onboarding is required each year, although fewer documents are required after the first year.

- Once you’ve been hired, you’ll receive an email from Workday (no-reply@champlain.edu), the College’s hiring and time-entry system, that will include a link to Onboarding.
- Complete all the forms in Onboarding.
- Once you complete the online section of the federal I-9 form, bring the required ID to the Enrollment Service Center (ESC) located on the first floor of Perry Hall.
- You’ll receive a second email from Workday stating that you may begin to work. (Do not start working until you receive this email.) If you do not receive this email within three business days of being hired, contact your supervisor.

Federal regulations and College policy dictate that all Onboarding and I-9 ID verification must be completed before the student begins working.

ID Required for Federal I-9 Form
The Federal I-9 Form is required by the federal government to establish both identity and employment authorization. New students and those who have not worked at Champlain College within the past 365 days must present specific original ID for the completion of the Federal I-9. The ID must be brought to campus and presented to the ESC on the first floor of Perry Hall at the time Onboarding is completed. ID cannot be presented prior to the completion of the Onboarding paperwork.

Students should review the I-9 ID requirements located at champlain.edu/i-9 before leaving home so that the ID necessary for the College to verify identity and employment authorization can be brought to campus. No student may begin working until eligible ID is verified by the ESC in Perry Hall. Note that one form of ID from List A is all that is required. However, choosing ID from List B requires that you also bring ID from List C. No copies or faxes can be accepted.

Dates You Can Work
FWS students may work from the first day of classes in the fall through the last day of final exams in the spring semester (or last day of final exams in the fall if the student is a December graduate/not returning to the College in the spring).

2015–16 Dates

Full Year: August 31, 2015, through May 6, 2016
Fall Only: August 31, 2015, through December 18, 2015 (if a December grad or not enrolling for the spring term)
Spring Only: January 18, 2016, through May 6, 2016

Office Policies
Each office should provide training and a written guide regarding office policies. Guidelines regarding tardiness, attendance, dress code, and any other issue of importance to the department should be discussed before you begin working to avoid misunderstandings and uncomfortable situations. The manual should explain the basic duties of the position as well as provide a list of the employees working...
within the office. It is the responsibility of each supervisor to assure that students understand what is expected and how the work is to be accomplished. Students should never hesitate to ask supervisors for clarification of duties or the manner in which they are to be completed.

2015-16 Payroll Schedule

<table>
<thead>
<tr>
<th>Pay Period</th>
<th>Time Entry Available for Pay Period (Starting Date)</th>
<th>Time Entry Locked for Pay Period (12 p.m.)</th>
<th>Pay Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/06/2015 - 09/19/2015</td>
<td>9/6/2015</td>
<td>9/19/2015</td>
<td>9/25/2015</td>
</tr>
<tr>
<td>09/20/2015 - 10/03/2015</td>
<td>9/20/2015</td>
<td>10/3/2015</td>
<td>10/9/2015</td>
</tr>
<tr>
<td>10/18/2015 - 10/31/2015</td>
<td>10/18/2015</td>
<td>10/31/2015</td>
<td>11/6/2015</td>
</tr>
<tr>
<td>01/24/2016 - 02/06/2016</td>
<td>1/24/2016</td>
<td>2/6/2016</td>
<td>2/12/2016</td>
</tr>
<tr>
<td>02/07/2016 - 02/20/2016</td>
<td>2/7/2016</td>
<td>2/20/2016</td>
<td>2/26/2016</td>
</tr>
<tr>
<td>05/01/2016 - 05/14/2016</td>
<td>5/1/2016</td>
<td>5/14/2016</td>
<td>5/20/2016</td>
</tr>
</tbody>
</table>

Time Entry / Submitting Time
Time worked should always be entered at the end of each shift. It should never be entered prior to completion of shifts, nor should it be done days later. Federal regulations are very strict regarding FWS time tracking. No student may be paid through FWS for time not worked (including holidays) or for time conflicting with class schedules. It is of the utmost importance that accurate hours worked are entered and approved by the supervisor.

Time entry in Workday allows a supervisor to monitor students’ time worked on a daily basis and approve or reject entries at the end of each week. Students should never wait to enter time because
they are having trouble getting into Workday. Always get help immediately by first talking to your supervisor.

If a student misses the deadline and is locked out of the system, the hours can be entered on Friday once the system is reopened. All time entry must be accurate and can never be entered into alternate dates and times. If the issue cannot be resolved with your supervisor, contact Jackie Greer at 802-864-5431 or at jgreer@champlain.edu. Always resolve the issue immediately.

Falsification of time entry by a student can lead to loss of work study for the remainder of the student’s enrollment at Champlain, actions taken by the Conduct Review Board, dismissal from the College, and possible legal prosecution depending on the circumstance. In order to avoid any misunderstandings, students should take the time to enter all hours into Workday at the end of each shift.

Students should submit hours at the end of each work week. Supervisors must take time to review the hours, approve, and submit to Payroll. Submitting hours beyond the payroll deadline will mean the student will not be paid in the current pay period and will have to wait for the next pay period in two weeks. Always monitor the Pay Schedule to assure you are paid on time.

Time Approval
Supervisors receive an auto-generated email from Workday when a student submits hours. Supervisors review the time entered and, if correct, submit. Although submission is required by 12 p.m. on the Monday prior to payday, students are reminded to submit time each week via an email they receive. If no hours have been entered into Workday, no reminder will be issued as the system will not know that you have worked.

Class Schedule / Work Schedule
Students are not allowed to work during scheduled class time. Supervisors are advised to ask students for a copy of their class schedules to avoid any conflicts with the student’s work schedule. Students are not permitted to work during cancelled class times or when classes are let out early.

Meal Periods / Break Time
Students are entitled to a 30 minute meal break when working more than six consecutive hours in a day. This break is unpaid. A 15 minute break after four consecutive hours of work is recommended and is paid. This break cannot be added to a meal break or taken at the beginning or end of a shift. Break time may not be accumulated.

Limitations on Hours Worked
It is the responsibility of both the student and the supervisor to monitor earnings against the award amount and not earn beyond the award. It is recommended that students work no more than twenty hours per week except through semester breaks. During academic breaks, students may work up to 37.5 hours per week (full time). In some situations, students may work part-time for multiple departments. When this is the case, it is the joint responsibility of the supervisors and the student to ensure that the sum of all of the hours worked in every department does not exceed 40 hours in any one week. If in error a student should work over the 40-hour limit, the student must be paid time and one-half. This is in compliance with state and federal law.

Semester Awards
Students may not earn over their fall semester FWS award in the fall semester. If a student does not use all of his/her fall eligibility within the fall semester, the remaining portion may be carried over and used during winter break (if enrolled in a minimum of six credits spring) or in the spring. Champlain does not participate in summer FWS.

**FWS and Study Abroad**
Students who are studying abroad are not eligible for FWS in the semester they are abroad. Use of the entire award in one semester must be approved in advance by the Office of Financial Aid. Not all students have the financial eligibility to do this.

**Professionalism on the Job**
The following information is meant to give students an idea of what is expected on the job. Individual offices may have additional guidelines that must be followed. Students should always feel comfortable speaking to supervisors regarding these guidelines.

Proper office etiquette is an important aspect of professionalism on the job. There are some very simple rules for getting along with other people in an organizational context. Observing appropriate social behavior within the work environment ensures congeniality, team respect and an enjoyable day-to-day working experience. While most etiquette remains unwritten, this does not excuse lack of observance. There will always be boundaries of respect for others that will require our attention.

- **Punctuality**
  Being punctual is very important as your supervisor relies on your dependability and presence to deliver quality service. It shows that you respect the time of your supervisor and other student workers, and in turn it will compel them to respect your time too. Remember that you are part of a team and your absences or tardiness will result in your co-workers having to perform additional work and may also compromise the office’s quality of service. Be sure to discuss the policy in your particular office regarding tardiness. There are instances when it could mean dismissal from the position.

- **Attendance**
  You are responsible to notify your supervisor when you will be out due to illness as soon as the situation permits. You are responsible for your own schedule once the shift has been set. Any changes or revisions you would like to make to your work schedule must be approved by your supervisor in advance. If you are struggling with challenges due to your classwork or personal issues, please have a conversation with your supervisor before this becomes an issue for you or the office you are working in. If you plan to terminate your employment, please give your supervisor two weeks’ notice.

- **Appropriate Work Apparel**
  Most offices have a dress code. However, if your office does not define a dress code, then it is up to you to wear appropriate clothing. It is a good idea to dress in a way that commands respect from your supervisor and surrounding faculty, staff, students, and visitors to the College. The manner in which you dress can influence the trust that your supervisor places in your abilities.

  If you are raking, mowing, planting, setting up facilities, or working in a storage area, you will not be expected to wear office style clothing. Please check with your supervisor regarding special requirements for safety as well as appropriateness of clothing for special events.
It is important to discuss the dress code prior to accepting a position as there may be restrictions regarding what you may wear due to the clientele the office serves. Please be respectful of these requirements. Failure to adhere to dress codes established by your supervisor will be cause to dismiss you for that day. Repeated abuse of the policy can be cause for termination. Please discuss any concerns with your supervisor.

- **Cell Phone Use**
  Cell phone use during your shift is prohibited without the express permission of your supervisor. If you are seen using your cell phone without prior permission, you may be asked to leave it with your supervisor until the end of your shift.

- **Social Interaction**
  Many offices today are set up in cubicles and you may overhear the conversations of others. It is important to keep what you hear confidential and not discuss things outside of the office environment. Refer to the Confidentiality Statement in this Handbook or discuss this with your supervisor (you signed this form in Onboarding). If you are unsure if something you have heard or seen is confidential, always speak to your supervisor for this determination prior to sharing with others.

When a college employee is involved in a business conversation with other employees, business contacts, or students and their families, it is important to keep your comments to yourself unless you are asked for input. If you have a different answer to a question being addressed, talk to your supervisor in private to resolve any confusion about the issue.

Keep interruptions of those around you to a minimum. When possible, keep track of your questions and approach your supervisor with a list of questions instead of interrupting for each one.

If your supervisor or co-worker is on the phone but you need to ask a question, don't linger at their desk. Check back later or leave a quick note in front of them asking them to call or see you when they are done.

If someone is having a work-related conversation, don't interrupt. Check back later. Standing and listening to business discussions that do not concern you may be interpreted as rude.

Refrain from being loud. For those without an office door to close, the most frequent complaint made is about noise from other people in the work environment. Keeping your voice down should be a priority in all work interactions.

We understand that you will have friends on campus that may stop by to visit or for assistance in your working space. Please keep your social visits to a minimum (less than five minutes).

Conduct yourself in a professional manner at all times.

Try to be cheerful with your co-workers and in any public contact you may engage in. It makes a great first impression, and you never know when a contact for a future position may show up.

Remember that you are working on a team, and you are expected to be a team player. Sometimes you will be asked to do tasks that you might not enjoy or find challenging like filing, data entry, working in cold weather, or cleaning up after an event. It is important to realize that “housekeeping” duties are a
part of any job you are likely to have in the future. Help out while maintaining a positive and respectful attitude.

Your supervisor is generally juggling multiple tasks while trying to train you and assist you in gaining on-the-job experience. We ask that you treat them with respect at all times and take direction as needed.

**Confidentiality/FERPA**

The Family Educational Rights and Privacy Act (FERPA) is a federal law, enacted in 1974, that guarantees the confidentiality of student records. All student employees of Champlain College should familiarize themselves with the basic provisions of FERPA ([Federal Educational Rights and Privacy Act](http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html)) to ensure that they do not violate this federal law. Under no circumstance may a student release student information to anyone, unless the position specifically requires the student to do so. Refer any requests for information about a student to the supervisor to prevent any FERPA violations.

Students must avoid acquiring and exchanging student information that is not required to complete their job. Even a minor disclosure of information such as telling another student of someone's class schedule may be a FERPA violation. Any disclosure of this information to any unauthorized person could result in criminal and civil penalties imposed by law. Such willful or unauthorized disclosure also violates Champlain College’s policy and could constitute just cause for disciplinary action including termination of employment regardless of whether criminal or civil penalties are imposed.

Any information you obtain on the job regarding students, faculty, staff, alumni, or friends of the College must remain strictly confidential. Please speak with your individual supervisor about any circumstance that may arise in your department pertaining to the FERPA.

The following Confidentiality Statement is signed by students in Onboarding.

**Champlain College**

**Confidentiality Statement**

All student employees are required to agree to this Confidentiality Statement in Onboarding when hired. Student employees are encouraged to discuss this statement with their supervisors.

Your responsibility for the protection of College information is outlined below. Please read this form carefully.

All matters and information pertaining to students, parents, faculty, staff, alumni, the College’s business operations and Champlain College as an organization that have been gained as a result of your employment by the College must be treated as confidential (referred to as “Confidential Information”). Under no circumstance may Confidential Information be divulged either inside or outside the College other than to persons authorized to receive such information by your supervisor.

Protecting Confidential Information is a critically important policy regarding employment at the College. You may be tempted to reveal Confidential Information to family members, fellow students, friends, or...
employees when working or seeing them on a casual basis outside of the college. You will need to
remind yourself to remain silent about what you hear or see at your job. The College places significant
trust in all who have access to sensitive information and with that trust comes a high level of
responsibility.

Examples of the kinds of information you may have access to that must be kept confidential include (but
are not limited to) information about:

• a student or their parents (including, but not limited to, Social Security numbers, grades, counseling
issues, or financial information)
• payroll or personnel issues
• faculty or staff information (including, but not limited to, Social Security numbers, salaries, or
disciplinary actions)
• alumni or friends of the College (donors, development contacts, etc.)
• administrative information you might deal with or hear about in your job

In addition, anyone who is authorized to access electronic information, long-distance service, or copy
machines may be issued access codes. Any person who uses or discloses another individual’s access
code (user ID), accesses information without authorization, or abuses the use of any access code is
subject to disciplinary action, up to and including dismissal from the College.

Should you be unsure at any point about disclosing Confidential Information to any person or entity, do
not hesitate to ask your supervisor.

I will:
• use Confidential Information only for the performance of official College business and in connection
with my employment as outlined by my supervisor.
• not alter or in any way change Confidential Information except in the performance of the duties of
my job.
• not disclose Confidential Information, whether in electronic or printed format, to anyone unless
disclosure is approved by my supervisor.
• maintain confidentiality of all data or information in accordance with the policies and procedures of
the College, the office in which I am employed, and any state or federal laws.
• not intentionally attempt to gain access to information or facilities to which I am not specifically
authorized.
• use the data processing facilities of the College only in a manner consistent with my job function and
for conducting official College business.
• not divulge to any other party any user IDs or passwords assigned to me.
• maintain a secure workstation environment and take appropriate steps to keep information stored
on any of my electronic devices secure.

I am aware that:
• this Confidentiality Statement is applicable to me while I am working at Champlain College and that
the confidentiality requirement will continue after I leave my position.
• failure to comply with this Confidentiality Statement may result in my being disciplined or
terminated from my position.
• the College retains the right to pursue prosecution when misuse of Confidential Information or computing resources is suspected.

I have read, reviewed, understand, and agree to this Champlain College Confidentiality Statement.

Evaluations
Before the fall semester ends, many supervisors will complete an evaluation for each student employee. Acknowledging work well done is an important part of this process. If issues were experienced during the semester, establishing an outline of the desired improvements can be particularly helpful. It is important to realize that this is a real job and there are expectations that must be met.

At the end of the spring semester, supervisors may use the fall evaluation to review progress. If the expectations outlined in the fall evaluation have not been met, it is possible that the student will not be asked back to the job the following year.

Evaluations can be valuable tools when working on a resume. Although evaluations are performed at the discretion of each supervisor, students may request to be evaluated. Students should be given a signed copy their evaluations for their personal files.

Champlain College

STUDENT EMPLOYEE EVALUATION

____________________________________  __________________________________
Student Name  Student ID #

____________________________________  _______________________________
Job Title  Job #

____________________________________  _______________________________
Supervisor Name  Department

The purpose of the Student Employee Evaluation is to facilitate communication between the student and the supervisor. It is designed to provide constructive feedback to the student employee on work performance and assist with the development and achievement of both academic learning and career-related goals.

Please evaluate the student’s performance in the areas below by placing a checkmark in all the boxes that best describe the student’s individual development in their current position. Including examples and specifying what can be done to improve is most helpful to students.

Job Knowledge
☐ Uses specialized knowledge and skills regularly
☐ Demonstrates extensive knowledge of processes and procedures
☐ Is familiar with job duties
Examples

☐ Further training needed. Please specify.

Communication Skills

☐ Respectfully communicates information and ideas to all constituencies
☐ Communicates with professionalism
☐ Relates well with others
Examples

☐ Further development encouraged. Please specify.

Quality of Work and Initiative

☐ Regularly goes beyond what is expected
☐ Puts forth great effort into work
☐ Completes work thoroughly and in a timely manner
Examples

☐ Expectations are not being met. Please specify.

Judgment and Independence

☐ Completes work independently and is capable of training others
☐ Uses available resources to problem solve and make decisions accordingly
☐ Displays confidence in their work
Examples

☐ Unsure of procedures and further development needed. Please specify.
Dependability

☐ Is rarely late or absent and always communicates prior to being late or absent
☐ Is occasionally late or absent
☐ Is frequently late or absent

Examples______________________________________________________________
______________________________________________________________________

Attitude

☐ Remarkable enthusiasm, energy, and willingness to work
☐ Brings their “best self” to work each day/shift
☐ Has a consistently positive attitude

Examples______________________________________________________________
______________________________________________________________________

☐ Sometimes impacts others in a negative way. Please specify.

Supervisor’s comments:

Student’s Comments:

Supervisor’s Signature__________________________________________ Date_______________
Student’s Signature_____________________________________________ Date_______________

Resignation / Termination

In cases where students find it necessary to leave a position, two weeks’ advance notice is requested. Employers who wish to terminate student employees should also provide students with two weeks’ advance notice.
If termination is the result of a violation of the FWS Contract, College policy, Standard of Conduct, or set departmental policies and procedures, termination may be immediate depending on the infraction. Supervisors are required to notify the FWS Program Manager with written documentation in these cases.

**Grievance Procedure**
Students who feel that they are being treated unfairly by their supervisor should first attempt to discuss the problem with their supervisor. If the issue is not resolved by talking things through, students may contact the Federal Work-Study Program Manager in the Office of Financial Aid for assistance at 865-6435 or veladotam@champlain.edu.