

# Joyner Library

## Student Employment Approval / Evaluation Form

TERM: \_\_\_\_\_ YEAR: \_\_\_\_\_

### Section I: Required Documents

Attach all documents before submitting to  
Administrative Services:

- Hiring Authorization Form
- Employment Application
- I-9 Form
- NC-4
- W-4
- Workers' Compensation Form
- Copy of Driver's License
- Copy of Social Security Card
- Copy of Class Schedule
- Direct Deposit Form (optional)

### Section II: Student Information

Employing Department .....

- Work-Study       Self-Help
- Check box if student is a rehire

Name .....  
(Last) (First) (Middle)

Social Security # .....

Date of Birth ..... Gender  Male  Female

Rate of Pay ..... Pay Status  Fica  Non-Fica

Phone .....

Supervisor Signature ..... Date .....

### Section III: Administrative Services Approval

This student is authorized to begin work in the department. The federal I-9 form document verification and the state and federal withholding forms have been completed. The student employee has been entered into HRMS.

Admin. Svcs. Signature ..... Date .....

### Section IV: Departmental Transfer

Department transferred to ..... Date .....

Supervisor Signature ..... Admin. Svcs. Approved .....

### Section V: Resignation/Termination

Last day worked .....

Reason for resignation/termination .....

Recommended for rehire?  Yes  No If no, why? .....

Supervisor Signature ..... Date .....

ANNUAL Evaluation: SA Level \_\_\_\_\_ Joyner Work Year: \_\_\_\_\_

Evaluation covers: Fall \_\_\_\_\_ (yr.) Spring \_\_\_\_\_ (yr.) Summer \_\_\_\_\_ (yr.)

FINAL (Cumulative) Evaluation: Covers period from \_\_\_\_\_ to \_\_\_\_\_  
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	Outstanding	Very Good	Good	Satisfactory	Fair	Unsatisfactory
Quality of work (accuracy, neatness, thoroughness)						
Quantity of work (volume, amount, speed)						
Cooperation (working with other employees and/or public)						
Work habits (effective use of time)						
Attendance (absences, tardiness, calling to report illness in a timely manner)						
Knowledge of work (understanding, comprehension)						
Judgement (ability to make decisions, apply knowledge)						
Initiative (motivation, interest in work)						
Care of equipment (skill in maintaining equipment)						
Adaptability (adjustment to changes)						
Dependability (reliability)						
Overall rating of performance						

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_