Student Employee Program:
A Handbook for Supervisors

John A. Logan College
700 Logan College Road
Carterville, IL 62918

2017

MISSION STATEMET:

We are a diverse learning and teaching community committed to improving individual life and society through high-quality, accessible educational programs and engaged learning opportunities.

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Student Employment Program

The student work program at John A. Logan College is designed to serve three basic purposes: provide a means of income for those students that have established a financial need in order to attend college, provide an opportunity for students to gain work experience in a systematic and professional environment and provide valuable and needed assistance to faculty and staff in each division.

The student work program is financed through the regular College budget and also through work-study, a program funded by the federal government and administered by John A. Logan College.

Enrollment Requirement

Any student seeking a student work position must make application through the Career Services Office located in Room C215. However, before an application for on-campus employment can be activated, the student must have completed all of the adopted College requirements listed under the guidelines and criteria for the employment of student workers (Administrative Policy #811).

To be eligible for on-campus employment, students must carry at least six (6) semester hours during the fall and spring semesters and three (3) hours during the summer semester for the duration of the semester. If students fall below the required number of hours, they will be terminated immediately.

Enrollment Is Checked Every Pay Period

If a student ends his or her enrollment for a given semester (e.g. they dropped their classes, were dropped for no attendance, they fell below 6 hours or 3 hours during summer) they must end their employment. Each pay period the Business office generates a report that lists the names of the student employees who have submitted a time sheet and the number of credit hours they are enrolled in. If a student employee is not enrolled or has fallen below the required hours, Career Services will contact you and direct you not to allow the student to continue working if he or she does not prove to you that they are registered. Career Services will verify all registrations.

If a student worker is graduating or leaving at the end of the semester, the student worker should be terminated immediately after final exams. This policy shall be the same for Federal Work Study student workers and student workers paid from funds other than Federal Work Study.

Eligibility to Work in the United States

Pursuant to the Immigration Reform and Control Act of 1986, the College requires all employees to complete a Department of Homeland Security, U. S. Citizen and Immigration Services, Employment Eligibility Verification Form (I-9). The documents that are accepted for demonstrating eligibility are listed on the I-9 form.

Limitations to Student Employment

Student workers are allowed to work no more than 16 hours per week except during break and the summer, at which time they may work up to 20 hours per week. The only exception to these new hours will be for areas which are specifically related to safety and security (lifeguard and computer lab student workers).

Federal Work-Study Program

Also known as FWSP, FWS or "Work Study", the Federal Work-Study Program is an employment program for some, but not all, financial aid recipients. Through FWSP, the federal government pays the wages of students with financial need, allowing them to earn money to help pay education expenses. When a student applies for federal financial aid by completing the Free Application for Federal Student Aid (FAFSA), they can indicate on their application that they want work-study assistance.

John A. Logan College receives an allocation from the federal government each fiscal year which is used in combination with College funds to pay the hourly wages of those student employees with FWSP awards.

You must have sufficient funds in your student employee line for the wages of all your student employees, including those with an FWSP award.

Income Taxes

Student employment earnings are subject to federal and state income taxes.

Each January, the College distributes W-2 forms. W-2 forms will be mailed via U.S. Post to the address that appears on the student employee's paycheck so it is essential that student employees keep their address current.

Unemployment Benefits

Student employees are not eligible for unemployment benefits. Pursuant to the Illinois Unemployment Insurance Act, Section 224, "the term 'employment' shall not include service performed in the employ of a school, college, or university by a student who is enrolled and is regularly attending classes at such school, college or university."

Employment Files

The employment files of student employees are kept in the Career Services Office. Student employees can review their employment file during normal hours of operation. If your student employees would like to review their file, advise them to bring photo identification to Career Services, in Room C215.

TimeClock Manager

- Student Workers should immediately visit the Human Resources office to complete new hire paperwork. Two forms of ID are required.

- Student Workers are paid on a semi-monthly basis and may elect to participate in the College electronic direct deposit system or may elect to receive a check.

- You will use a software program called TimeClock Manager to approve work hours.

Tell Your Student Employees It Is Important That They Remember:

Payday is 7 days after the period ends;
(Adjusted to the last workday prior when there is a weekend or Holiday)

Pay Periods:

- 1st through the 15th (paid on the 22nd)

- 16th through the 31st (paid on the 7th)

Procedures for Hiring a Student Employee

1. **As with every position on campus, the hiring process for a student employee position starts with a job description.**

   If a job description is already on file with Career Services and you do not want to make any changes; you may notify Career Services to post the position.

   If your opening will be a newly created student employee position, you must complete a Student Worker Job Description form, located on the Intranet under "forms used campus wide".

   The form has fields for a variety of information: all fields are required.

   Send the completed form to Career Services.

2. **Review your budget and determine if you have adequate funds.**

   If you are uncertain, you will need to check with your immediate supervisor.

3. **Notify Career Services when you wish to fill a position.**

   Please notify Career Services that you wish to fill a position, by phone at extension 8424, or email bethhanner@jalc.edu.

4. **Career Services will post your opening.**

   Current openings are displayed in the Career Services Office in Room C215. All positions will be posted for a minimum of 5 days or until the position is filled.

5. **A John A. Logan College student employment application is required from <u>all</u> interested candidates.**

   Those students interested in applying for on-campus student work positions must make official application through the Career Services, Room C215.

6. **Career Services will forward applications to you for your review.**

   Career Services personnel will attempt to match a student's academic background and previous work history with corresponding departmental vacancies. This information is then forwarded to the individual student worker supervisors in order that they can compare various applicant credentials and make a final decision regarding the employment of a student worker. The actual decision to hire a student is not made by the Career Services; the final decision is made by the supervisor in charge of the specific work site. Career Services will; however, assist both the student applicant and the supervisor in making certain that all established guidelines and procedures are followed according to policy during the hiring process, and thereafter.

7. **You conduct interviews.**

   If you are interested in interviewing a given student, please contact him or her directly to schedule a time.

   Career Services has compiled a list of interview questions that you can use to determine if a student has certain desirable skills and characteristics. These questions are on pages 17, 18, and 19.

   Please interview candidates until you find a student who you feel will be a good fit for the job. Do not feel compelled to make a decision during the interview. Tell the student that you are interviewing a number of candidates.

8. **Hiring Decision**

   Once the supervisor makes a decision on filling a vacant position, the student and the supervisor must complete the necessary employment forms before the student can actually begin working. Make certain that a student employee does not begin working until they have completed all their employment forms. The necessary forms include a Student Employee Recommendation Form, the state and federal W-4 forms, the I-9 form, an employee questionnaire, an educational loan questionnaire, and an emergency contact form. The student worker supervisor will refer the student to Human Resources, Room C116, to complete the above mentioned forms, with the exception of the recommendation form. In addition, the student must provide two forms of identification to the Human Resources office. Acceptable forms of identification include a valid driver's license, a Social Security card, a birth certificate, or a United States passport. Once this entire process is completed, the student may begin working.

   Finally, if your student is a "carryover" or a second year student worker, they must once again follow and abide by Administrative Policy #811.

9. **Paperwork: when an offer is accepted, please DO NOT let the student begin work until all the paperwork has been completed.**

   It is the supervisor's responsibility to complete the Student Employee Recommendation Form.

Responsibilities of Student Worker Supervisors

It is the responsibility of the supervisor to have the student employee schedule a time with Career Services to view the New Student Worker Orientation video and complete both the online Identity Theft and online New Student Orientation during the first week of employment.

The role of the supervisor is vital to the success of any work-learning program, and in order to be effective, the supervisor must perform a wide range of activities.

As a supervisor, you are responsible for the development of the work environment. This process begins when you interview and select student workers with the skills and qualifications necessary to support the operations of your department.

You must communicate departmental goals, provide job descriptions, organize assignments and establish expectations for your students. You will also be responsible for the training, motivating, communicating with, guiding, evaluating, and relating to the students you hire. You should serve as a model for the development of good work habits, such as punctuality, dependability, cooperation, honesty, and efficiency.

A supervisor's primary responsibility is providing student employees with adequate guidance, training, and support. You are responsible for the work that your student employees do. Many students have a great deal of potential but very little work experience, and your patience and support can help them develop that potential and become a valuable asset to the department as they gain important work experience.

Make certain that all criteria and guidelines listed under Administrative Policy #811 (policy for the employment of student workers) are followed and completed.

After the student has been hired, set time aside to orient the student to the department. **It is suggested that the supervisor reinforce topics discussed at the interview as well as the additional topics listed below:**

1. Variation in work schedules during holidays and examination periods.
2. Safety and health practices.
3. Responsibilities toward College facilities and equipment.
4. Performance standards.
5. Procedure for recording hours worked and review of time sheet.
6. Paydays and paycheck distribution.
7. Security procedures.
8. Acquaintance with supervising and administrative personnel.

When discussing supervision, it is important to provide answers to the following questions:

1. Who is the student's immediate supervisor?
2. Who is the next supervisor in the chain of command?
3. To whom should the student direct questions or problems?
4. Who should be contacted in case of absence or change in work schedule?

Although it may be difficult to establish a formal training program for student employees, good personnel practices require that every new worker be oriented to the organization of the specific workplace and trained to perform necessary tasks. **If you supervise student workers at John A. Logan College, you have the following responsibilities:**

1. Submit a complete job description or responsibilities and duties for each student work position to Career Services.

2. Inform the student of his/her role in the department and the standards of behavior expected from all employees.

3. Assist the student in developing skills and procedures necessary to perform assigned tasks.

4. Provide a work space that is safe and free from hazards

5. Keep communication lines open, clear, and constructive.

6. Set a good example.

7. Treat student employees according to their rights, which are the same as all employees, as defined by applicable College, state, and federal regulations.

8. Evaluate each student employee one time per semester and forward the evaluation to Career Services. (evaluation forms will be sent fall and spring semesters)

9. Work with your student employees to establish regular work schedules, making it clear that you expect them to follow these schedules.

10. Give a student's academic progress priority by allowing flexibility in scheduling during exam times.

11. Verify the accuracy of your student worker's Timeclock before approving it. The person who signs as supervisor confirms the hours worked as they appear on the Timeclock. Timeclock entries become official records open to audit by the federal government, and supervisors are accountable for the accuracy of the records.

12. Respond to Career Services when you are notified that your employee does not meet the enrollment requirement for student employment.

13. Notify Career Services when the student ends their employment.

14. Supervisors should not ask student workers to run personal errands off campus. If a student performs duties for the College off campus then the following guidelines should be utilized:

A. Ensure the work off campus is justifiable.
B. Request written approval from the appropriate Vice President.
C. In memo format ask the student worker if they have a valid driver's license and insurance. (document with student's signature)

Since the travel would be for the College purposes, the student employee should be reimbursed for mileage.

Ending Employment and Terminating Student Employees

1. There are a number of reasons why a student employee may end his or her employment in your office.

2. The student employee voluntarily ends his or her employment. The student resigns because he or she is graduating and moving on, or because he or she secured other employment, etc.

3. The supervisor ends a student employee's employment because the individual is no longer eligible to work as a student employee. The individual is no longer eligible because he or she is not enrolled or has dropped below the minimum number of credit hours required.

4. The supervisor ends a student employee's employment because the student employee is not satisfactorily completing the essential functions of the position.

Termination

A supervisor can terminate a student employee's employment at any time. Illinois is an at-will state and student employees are not covered by any contract.

The following problems may account for some of the student employee terminations:

1. Unreported absences, excessive absences and/or tardiness as a general rule will result in termination.

2. Fraudulent reporting of hours worked constitutes gross misconduct and typically will result in termination of student employment.

If you are going to terminate a student employee because he or she is not satisfactorily completing the essential functions of the position, Career Services asks you to adhere to the following procedure (except if the student engaged in gross misconduct). Begin by talking to your student employee regarding his or her unsatisfactory performance and make suggestions for improvement. If he or she is still not completing satisfactorily the essential functions of the position, give the student employee a verbal warning. If his or her performance does not improve, give the student employee a written warning. If after the written warning the performance doesn't improve, terminate the student employee. Please provide Career Services a copy of the written notice. Information will be retained in the student's personnel file.

Notify Career Services When a Student Employee Ends Employment in Your Office for Any Reason.

Career Services is required to maintain accurate student employee records. The only way we can achieve this goal is with your help.

When a student employee ends employment in your office, please notify Career Services. The supervisor will need to complete the Student Employee Recommendation Form which can be found on the Intranet under Forms Used Campus Wide. If a student is being terminated and no other student is being hired at that time, indicate it as a termination and the termination date. Complete the rest of the form. If it is only a termination, then the only signature that is required is the immediate supervisor's.

Rehiring a Former Student Employee

If you rehire a student employee who ended his or her employment in your office, it is important to inform Career Services. If the student employee has been terminated, it will be necessary for a new Student Employee Recommendation Form to be completed.

Verifying Student Employment

JALC will only provide information regarding student employment to a third party in writing (no telephone inquiries) and only with a signed release. All information released must go through the Human Resources.

Tips for Providing a Reference

A reference is a personal recommendation for employment. If you feel that you would like to provide a reference for a current or former student employee, feel free to do so. If you don't feel good about providing a reference, it is important to say "no." Discuss the type of reference that you will provide with the student employee who asks you to be a reference. If you cannot provide a good reference, be honest with the individual. Don't promise a "glowing reference" and then provide merely a glimmer.

General Tips

- Prior to providing a reference, obtain consent from the person about whom the reference will be given. If you are unaware that the job applicant has named you as a reference, ask the prospective employer for verification that the individual has given consent for the reference. Such verification could include a copy of the student's signed application listing you as a reference, your name listed as a reference on the student's resume, or verbal confirmation by the student to you.

- Don't guess or speculate – if someone asks you questions regarding personal characteristics about which you have no knowledge, state that you have no knowledge.

- Document all information you release.

- Illinois law provides protection to supervisors who provide truthful information to prospective employers. The Employment Record Disclosure Act (745 ILCS46/1 et. seq.) grants protection from civil liability for any employer who provides truthful written or verbal information, or who has a good faith belief in the truthfulness of the information provided, regarding a current or former employee's job performance.

Written References

1. Provide a written reference only if a student employee has given your name as a reference and a signed authorization form is on file. (Authorization form located in Appendix)

2. When you prepare reference letters, be factual; do not editorialize. Avoid vague statements.

3. Respond to the specific inquiry about the student employee. Direct the response to the particular person who requested the information.

4. If a "to whom it may concern" reference letter is requested, document that this is the type of reference requested and that the student or job applicant takes responsibility for disseminating the letter to the proper persons.

5. Relate references to the specific position for which the person applied and the work that the applicant will perform.

6. Information given should be factual, based upon personal knowledge/observation of the student employee through direct contact with the student employee.

7. A good practice is to avoid giving personal opinions or feelings. However, if you make subjective statements or give opinions because they are requested, clearly identify them as opinions and not as fact.

8. If you give an opinion, explain the incident or circumstances upon which you base the opinion.

9. State in the reference letter, “This information is confidential, should be treated as such, and is provided at the request of [name], who has asked me to serve as a reference.” Statements such as this give justification for the communication and leave no doubt that the information was not given to hurt a person’s reputation.

10. Do not include information that might indicate the individual’s race, color, religion, national origin, age, disability, citizenship status, sex, or marital status.

SAMPLE REFERENCE LETTER 1

[*Date*]
[*Name*]
[*Title*]
[*Address*] (Address of the person to whom you are writing)

Dear [*Name of Potential Employer*]:

This reference letter is provided at the request of [*name of current or former student employee*]. It is my understanding that [*name*] has applied for the position of [*job title*] with your organization. The information contained in this letter is confidential and should be treated as such. It should not be disclosed to anyone within your organization who would not be involved in the hiring decision regarding this individual.

[*Name*] has been employed as a student employee in the Office of [*Office Name*] since [*date*]. In this position, [*he/she*] had responsibility for [*explain the person's main responsibilities in this position*]. [*State your estimation of his/her performance, based upon performance appraisals or other work records that would support your evaluation.*] [Name] interacted well with co-employees, was reliable, and showed good judgment. [*Give examples.*]

If you would like to discuss this further, please feel free to contact me at [phone number].

Sincerely,

[*Signature*]
[*Typed Name*]
[*Title*]

SAMPLE REFERENCE LETTER 2

[*Date*]

[*Name*]
[*Title*]
[*Address*] (Address of the person to whom you are writing)

Dear [*Name of Potential Employer*]:

It is with great pleasure that I recommend [*name of student employee*] for [*position title*] at [*name of company*]. As [*your job title*] at John A. Logan College, I have worked with [*name of student employee*] while employed from [*dates*] in the Office of [*office name*]. In this capacity, [*name of student employee*] was responsible for [*lists duties*]. [*Name of student employee*] is a diligent and dedicated employee who will no doubt be an asset to your company.

[*Give specific examples of the student's work and your evaluation of the student's performance. Your evaluation should be based on observation and any documented performance evaluations of the student.*]

[*Cite another example of the student's work that draws similarities between work he/she did in your office and the work required by the prospective employer. You should be able to derive your examples based on the initial conversation you and the student employee had about writing the letter of recommendation.*]

The information contained in this letter is confidential and should be treated as such. It should not be disclosed to anyone within your organization who would not be involved in the hiring decision regarding this individual.

If you would like to further discuss [*name of student employee's*] employment with the Office of [*office name*], please do not hesitate to contact me.

Sincerely,

[*Signature*]
[*Typed Name*]
[*Title*]

SAMPLE REFERENCE LETTER 3

[*Date*]

Subject: Letter of Recommendation for [*name of student employee*]

To Whom It May Concern:

Note: The information contained in this letter is confidential and should be treated as such. It should not be disclosed to anyone within your organization who would not be involved in the hiring decision regarding this individual.

[*Name of student employee*] worked under my supervision as a student employee from [*dates of employment*]. [*Name of student employee's*] responsibilities included [*list job duties*]. During the course of employment, [*name of student employee*] proved to be [*describe the type of worker the student was*].

[*State specific duties the student performed and your evaluation of the work done. Describe the student's strengths, skills, and talents.*]

Overall, I strongly recommend [*name of student employee*] for a position in the [*name the industry*]. If you would like to further discuss [*name of student employee's*] employment with the Office of [*office name*], please do not hesitate to contact me.

Sincerely,

[*Signature*]
[*Typed Name*]
[*Title*]

Sample letter 3 taken from http://resume.monster.com/articles/recommendation

INTERVIEW QUESTIONS FOR STUDENT EMPLOYEES

Looking for People Skills

- ☺ Sometimes people get a little excited around here. How would you handle it if somebody yelled at you?
- ☺ How do you react when you deal with angry, impatient customers?
- ☺ How would you handle an irate student?
- ☺ Have you ever had difficulties getting along with others?
- ☺ Have you ever successfully worked with a difficult person? Tell me about it.
- ☺ What type of people do you like to work with most? Least?
- ☺ Do you prefer to work in a team or individually?
- ☺ How do you handle stress on the job?
- ☺ What would your previous coworkers have to say about you?
- ☺ How do you feel about abiding by a dress code?

Looking for Communication Skills

- ☎ Did you answer the phone on any previous job?
- ☎ Have you ever worker with the public? In what way?
- ☎ What would you do if you did not know the answer to a question?
- ☎ Would you say you are shy? Assertive? Neither?
- ☎ Have you ever worked with confidential information? If yes, in what way?
- ☎ Are you comfortable talking to people?
- ☎ Are you comfortable telling someone you do not know the answer to his/her question?

Looking for Job Skills

- 🗁 Do you feel comfortable handling several things simultaneously?
- 🗁 What computer software applications are you familiar with?
- 🗁 What office skills have you developed? Examples: faxing, copying, and filing.
- 🗁 Give me an example of a time you worked independently.
- 🗁 What kinds of skills do you like to use most? What are "favorite tasks" for you?
- 🗁 When you are on the job, would you be comfortable telling your friends that you are working and cannot talk when you are working?
- 🗁 Do you know how to shift gears in an office that sometimes may be calm and other times chaotic?
- 🗁 Are you good with details? Do you sometimes get your facts a little bit wrong?

Looking for Longevity

- ☒ How long do you plan on being at John A. Logan College?
- ☒ Have you worked on campus before? If so, what departments?
- ☒ Do you want to work in this specific office or would any office on campus be OK?
- ☒ What is your work experience? How long did you work at each job?
- ☒ Do you plan on working at other places in addition to our department?
- ☒ Why does this job interest you?

Looking for Responsibility

- How many credit hours are you registered for?
- How many hours a week do you want to work?
- Do you have a plan (schedule) for when you are going to class, when you want to work, when you are going to study, etc.? Could I see it?
- Please tell me of a time when you got your supervisor to resolve a problem and a time when you continued to try to resolve the problem on your own?
- What was your attendance record like on your last two jobs? Do you mind if I call and verify that?
- What does the word “failure” mean to you?
- What do you do when you find yourself overwhelmed at work?
- Could you be flexible with your hours during peak times?
- How do you feel about taking directions for doing a task?
- How do you handle change?
- Did you ever not go to your job during your scheduled time and forget to call?
- Have you ever had problems on the job because of lateness?

Appendix

1. Administrative Policy #811
2. Campus Student Work Program – Job Description
3. Employee Recommendation
4. Student Worker Evaluation Form
5. Authorization For Release of Academic Information

Employment of Student Workers Administrative Policy 811

This administrative procedure has established criteria and guidelines for all College departments to follow when employing student workers. It is the ultimate responsibility of each student worker supervisor to adhere to each of the ten criteria that comprise Administrative Procedure #811 before officially employing a student.

The student work program at John A. Logan College is designed to provide work experience and part-time employment for students who need financial assistance in order to attend college. The program is also intended to provide valuable assistance to John A. Logan College employees who must rely on students to assist them with various job-related responsibilities. Student jobs are open to all students regardless of race, color, national origin, sex, or disability.

Any student seeking a student work position must apply through the Career Services Office, Room C215. Career Services staff will attempt to match a student's academic background and previous work history with appropriate departmental vacancies. This information is then forwarded to the individual student worker supervisors in order that they may compare applicant credentials and make a final decision regarding the employment of a student worker. The actual hiring will be the responsibility of the student worker supervisor in charge of the specific work site.

The following criteria must be used in the employment of student workers:

1. All on-campus student jobs must be listed with the John A. Logan College Career Services Office. Qualifications and job-related responsibilities must accompany the listing.

2. The Career Services Office will post all job vacancies for a minimum of five (5) working days, or until the position is filled.

3. Those students interested in applying for on-campus student work positions must make official application through the Career Services Office.

4. The Career Services Office will refer qualified applicants to the supervisor(s) for the interview process. The actual hiring will be the responsibility of the student worker supervisor in charge of the specific work site.

5. To be eligible for on-campus employment, students must carry at least **six (6) semester hours during the fall and spring semesters and three (3) hours during the summer semester for the duration of the semester. If students fall below the required number of hours, they will be terminated immediately.**

6. Student workers are allowed to work no more than 16 hours per week, except during break and the summer, at which time they may work up to a maximum of 20 hours per week. The only exception to these new hours will be for areas which are specifically related to safety and security (lifeguards and computer lab student workers).

7. Students interested in on-campus jobs must apply for financial aid by submitting the FAFSA application--(Pell Grant). The results of this application must be on file in the Financial Aid Office before the student can be declared eligible for employment.

8. Priority in hiring student workers must be given to those students who are eligible for financial assistance, providing they meet the qualifications specified for the vacant student work position.

9. All student workers employed by John A. Logan College are expected to maintain satisfactory academic progress as explained in the most recent edition of the annual College bulletin.

10. Student workers will not be permitted to begin work until the employee recommendation form has been properly completed by the student worker supervisor, and necessary approval signatures have been secured.

11. Student employees may not work more than five hours continuously without a half-hour unpaid break.

12. If a student worker is leaving at the end of the semester, the student should be terminated immediately at the end of the final exam week.

Exceptions to these rules may be made on an emergency basis if approved by the vice-president for administration, or the president.

(Original signed by Dr. Mike Dreith)

PRESIDENT

April 4, 2013
DATE

ADOPTED: JUNE 5, 1990
AMENDED: JULY 15, 1996; OCTOBER 20, 1998; JULY 1, 2003; SEPTEMBER 20, 2007; APRIL 12, 2010; AUGUST 17, 2012; FEBRUARY 25, 2013
CROSS REF.: BOARD POLICY 8151

John A. Logan College
Campus Student Work Program ***Job Description***

Any John A. Logan College employee who supervises a student worker should provide the designated information concerning each specific student worker position.

Location of student worker position: _____

Type of position: _____
(i.e. lab assistant, secretarial, maintenance, etc.)

Hours of position (if applicable): _____

Number of hours this position will require per week: _____

Duties and responsibilities:

_____
Campus department employing student worker

_____
Supervisor's name

_____ _____
Supervisor's room/office number *Supervisor's extension no.*

_____
Person who will sign timesheet

Please return form to Career Services, Room C215 02-11-13-2d

John A. Logan College
Carterville, Illinois 62918

Student Employee Recommendation Form
(part-time employment)

Position & Student Worker Information

Name of Student Worker: _____
Student Identification: _____

☐ New Hire ☐ Change ☐ Reassignment ☐ Termination

☐ Replacement → Incumbent name: _____

☐ Yes ☐ No Is position to be reposted to replace student worker?

Fund Source Information

Supervisor: _____
Division: _____
Department: _____
Account No.: _____
No. of Hours Per Week: _____
Hourly Wage: _____

Employment Dates (mm/dd/yy)

Start Date: _____
End Date: _____

Comments

Approval Signatures

_____ _____
Unit Supervisor or Chair Date

_____ _____
Director of Career Services Date

Please sign and submit to Career Services
Department of Human Resources will distribute copies to the Payroll Office, Hiring Department, and Viola Brown/Database Administrator

JOHN A. LOGAN COLLEGE
Carterville, IL 62918
CAREER SERVICES

IMMEDIATE SUPERVISOR _____ JOB SITE _____

STUDENT WORKER _____ SEMESTER _____

In the spaces provided, indicate the level of achievement and comment when marking IMPROVEMENT NEEDED or UNSATISFACTORY. Also, if student worker is exceeding the requirements of the position, the supervisor should make a comment to this effect in the space provided. The completed form should be signed, dated, and returned to Career Services.

KEY TO EVALUATION:

( ) MEETS EXPECTATIONS Fulfilling the requirements of the position.

( ) IMPROVEMENT NEEDED Not fulfilling the requirements of the position but making progress.

( ) UNSATISFACTORY Definitely unsatisfactory and showing no improvement.

JOB KNOWLEDGE: Overall knowledge of duties and responsibilities as required for the current job.

( ) MEETS EXPECTATIONS COMMENTS:

( ) IMPROVEMENT NEEDED

( ) UNSATISFACTORY

QUALITY OF WORK: Consider the accuracy and timeliness of the work performed.

( ) MEETS EXPECTATIONS COMMENTS:

( ) IMPROVEMENT NEEDED

( ) UNSATISFACTORY

ATTITUDE: Overall image the student worker represents to others – establishes and maintains a cordial work climate, displays a sincere interest in assisting other employees, responds to authority.

( ) MEETS EXPECTATIONS COMMENTS:

( ) IMPROVEMENT NEEDED

( ) UNSATISFACTORY

ATTENDANCE: Observance of work schedule and compliance with required attendance reports.

( ) MEETS EXPECTATIONS

( ) IMPROVEMENT NEEDED

( ) UNSATISFACTORY

COMMENTS:

PERSONAL HABITS: Orderliness, cleanliness, and appearance of student worker and of work area.

( ) MEETS EXPECTATIONS

( ) IMPROVEMENT NEEDED

( ) UNSATISFACTORY

COMMENTS:

SUPERVISOR COMMENTS:

STUDENT WORKER COMMENT REGARDING THIS EVALUATION:

SIGNATURES:

Supervisor _____ Date _____

Student Worker _____ Date _____

John A. Logan College
Carterville, IL 62918

11-02-06-3d

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PERMISSION TO RELEASE REFERENCE INFORMATION

I, (print name) _____, hereby grant permission to _____ to serve as reference and to release information to employees, educational institutions, and foundations for the purpose of assisting me in obtaining employment, admission to an institution of higher learning or professional school, fellowships, and/or scholarships. I further consent to the disclosure of information regarding my academic and extracurricular performance, specifically including grades, attendance, demonstrated skills, and objectives.

Signature: _____

Date: _____