



Student

**Campus Employment**

# **Supervisor Handbook 2010-11**

# Welcome to Campus Employment for the 2010-11 Academic Year!

The Campus Employment Program at Indiana Tech is a collaborative effort between Human Resources, the Career Center, Financial Aid, and the Finance & Accounting Departments. As the supervisor of student employees, you are being provided with this guide to assist you in completing the process for hiring student employees and interns.

The Campus Employment Team works year round to ensure students have opportunities to grow and learn while earning funds to support their college experience. It's a twofold mission that aids students and supports the work being done in Indiana Tech departments while providing an environment where students can gain those important work-related skills that are necessary for success in a 21<sup>st</sup> century global economy. To that end, the Campus Employment Program consists of the following activities:

- **Official Orange Card** – this streamlined process walks students through the application and hiring process while completing the necessary Federal and State requirements and forms;
- **Job Search Strategies and Support** – numerous events, opportunities and services are available to assist students in locating employment on campus and off campus, including Campus Employment & Part Time Job Career Fair, Campus Employment Website, resume building and critique, cover letter preparation, assistance with interviews and preparation of references - just to name a few;
- **Campus Employment Certification Program** – this new program is geared for students with Federal Work Study Funds who have limited experience in working in a professional office environment. Students are taught the basics of working in an office, a plus in competing for on-campus positions.
- **Professional Development** – once hired, students are supported with activities and information shared monthly to support learning and development related to work place issues for professionalism and success;
- **Policies and Procedures** – the Campus Employment Team is working diligently to streamline and build consistent practices across campus so that students and supervisors have consistent expectations from department to department across campus;
- **Evaluations** – done semesterly, evaluations provide student employees with valuable feedback for growth and development as it relates to professional business practices, skills that are necessary for success during and after graduation;

Thank you in advance for your time and commitment in working with our students. For many of our students, you will be their first, and possibly, most influential supervisor they will ever have. You alone will help to shape their ideas, beliefs and habits towards the world of work. Your thoughtful guidance and example will shape their professionalism and commitment to a job well done. We appreciate your commitment to this task.

If at any time, you have any questions, please do not hesitate to contact us. Questions, suggestions and recommendations can be directed to the Career Center and will be forwarded and shared with the entire Campus Employment Team.

We look forward to working with you!

**Human Resources**

**Career Center**

**Financial Aid**

**Finance & Accounting**

Updated Aug. 6, 2010

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*Success isn't how far you got, but the distance you traveled from where you started.*

- Proverb

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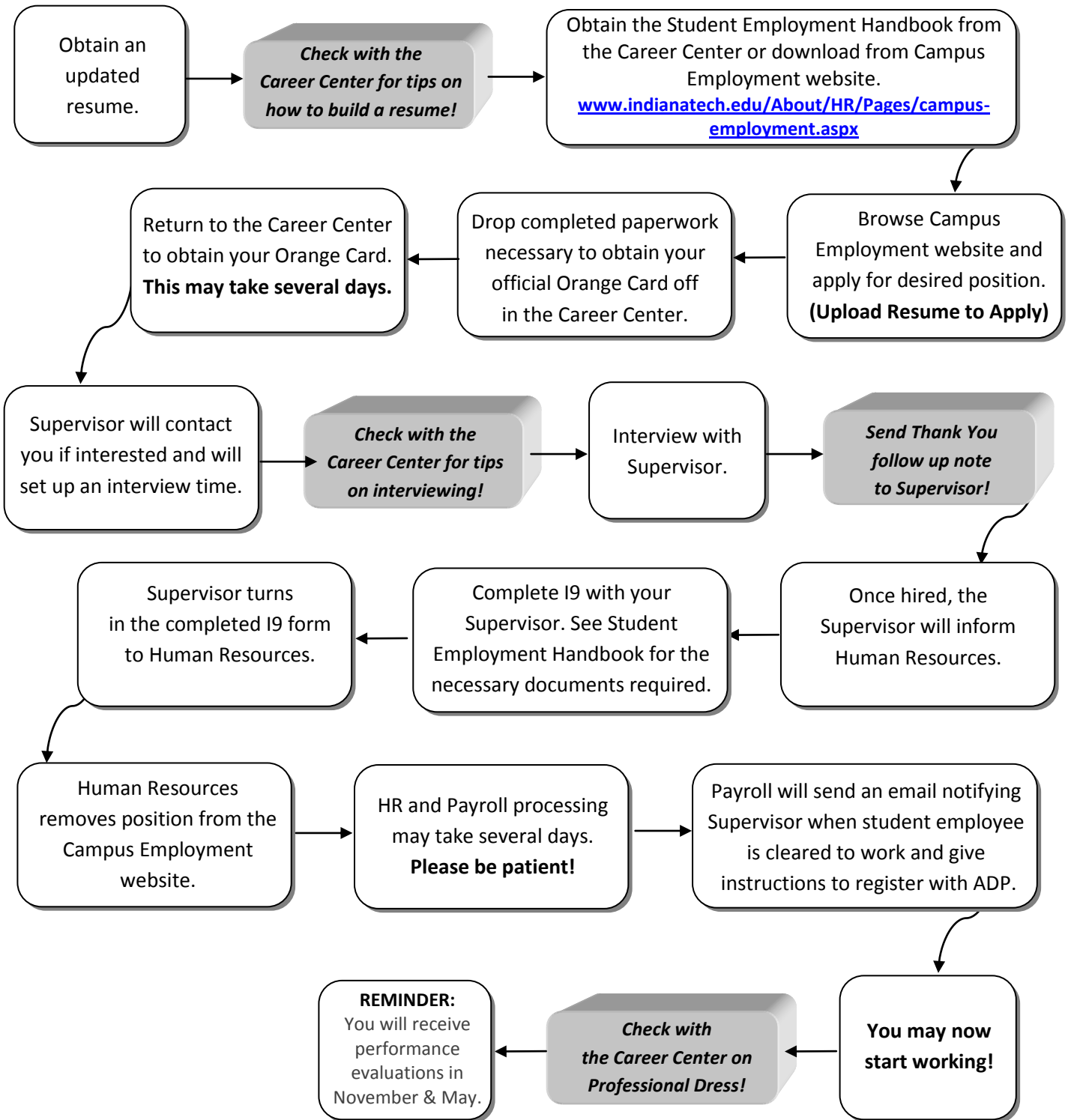
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# Hiring a Student Employee Procedure

1. Manager completes the Student Employee/Intern Request Form.
  - a. Determine whether the position is newly created or a replacement position.
  - b. Indicate if position is Budgetary Position or Work Study.
  - c. Fill in Department where the student will report.
  - d. Determine Job Title.
  - e. Determine Supervisor.
  - f. List name of person who is approving the timecard for the hired student.
  - g. List a "Brief Description of the Skills Needed" for the position.
  - h. Determine "Tools" required for the position.
  - i. Note the date the position is expected to start.
  - j. List the name of the Manager who will interview students for the position.
  - k. Supervisor signs completed form.
2. Send completed Request Form to Human Resources.
3. Human Resources will post the open position on the main campus website under "Current Students" – "Student Employment."
4. Please use one Student Employee Request Form for each open position. (Copies are okay)
5. Students are responsible for checking the website for current openings if you are not requesting a specific individual position.
6. Students apply for open positions via student employment website.  
<http://www.indianatech.edu/About/HR/Pages/campus-employment.aspx>
7. Managers will contact students listed for an interview. Electronic applications will be available via ADP Portal.
8. Manager interviews candidate students and offers position to best candidate. Student will show his or her Orange Card to Supervisor during the interview process. If student has not obtained an Orange Card, the Supervisor must send the student to the Career Center **first** to obtain and complete all hiring paperwork before interviewing or hiring.
9. Manager emails Human Resources with information regarding the new hire (name, position, start date, student's class status, whether they are a returning student employee and eligible for the Return Bonus). Managers will obtain rate of pay from the Orange Card. See Work Study Hours Available Worksheet for guidance. You can find this worksheet in the Campus Employment Supervisor Handbook.
11. Manager assists student with filling out proper documentation for Payroll purposes:
  - a. I-9 Form (Manager must be trained by HR to be authorized. Training will take place in supervisor's campus employment meeting).

# Campus Employment Flowchart



Brought to you by:



# INDIANA **TECH**

## Student Employee Request Form

**New Position (or new year/semester)**

**Replacement Position (replacing who?)** \_\_\_\_\_

**Student Worker Designation:**  Work Study Position  Budgetary Position

**Student Name – (completed when hired):** \_\_\_\_\_

**Date Hired:** \_\_\_\_\_ **Department:** \_\_\_\_\_

**Student Worker Pay Scale (effective Fall 2009)**

<b>Class Status</b>	<b>Base Pay</b>	<b>Return Bonus I</b>
<b>Freshman</b>	<b>\$7.25</b>	<b>N/A</b>
<b>Sophomore</b>	<b>\$7.50</b>	<b>\$7.75</b>
<b>Junior</b>	<b>\$7.75</b>	<b>\$8.00</b>
<b>Senior</b>	<b>\$8.00</b>	<b>\$8.25</b>
<b>Intern</b>	<b>\$10.00</b>	<b>None</b>

**Job Title:** \_\_\_\_\_ **Supervisor:** \_\_\_\_\_

**Delegated Timecard Manager:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Brief description of skills needed:**

\_\_\_\_\_

**Required Tools/Access:**

**Building/Office Keys**  Yes  No If yes, what building and/or office? \_\_\_\_\_

**For Software/Network Access, please complete a stat ticket and reference “new employee.” This is not done for all student employees, only those requiring access to administrative systems/files.**

**Expected Start Date:** \_\_\_\_\_

**Interviewers:** \_\_\_\_\_

By signing below, I acknowledge my understanding that I am responsible for managing and verifying student worker tasks, hours and employment. Additionally, I acknowledge responsibility for providing meaningful work for any and all students who hold positions within my department. I understand that failure to provide any of the above may result in disciplinary action up to and including my termination of employment.

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

# Student Employee I9 Checklist

*In this new hiring process, hiring departments should **only interview students with Official Orange Cards**. Once you have selected a student for your posted position, the **ONLY** requirement you have as a supervisor is to complete the I9 Form with the student. Once you have completed the form, please submit to Amy Jagger in Human Resources and your posting will be removed from the website. Students should supply you with the following information to complete the form:*

## **CAN YOU PROVE WHO YOU ARE?**

You will need one of the following:

Drivers License or Government issued ID card.....

Student ID.....

Voter Registration card.....

**AND**

## **CAN YOU PROVE YOU ARE ELIGIBLE TO WORK IN THE UNITED STATES?**

You will need one of the following:

Social Security Card.....

Birth Certificate.....

**OR**

## **CAN YOU PROVE BOTH YOUR IDENTITY AND YOUR WORK ELIGIBILITY?**

You will need one of the following:

United States Passport.....

Permanent Resident Card.....

Unexpired foreign passport with form I-94.....

**\*\*MISSING THESE DOCUMENTS???** PLEASE SEE FORM I-9 FOR A COMPLETE LISTING OF ELIGIBLE DOCUMENTATION

## Instructions

Please read all instructions carefully before completing this form.

**Anti-Discrimination Notice.** It is illegal to discriminate against any individual (other than an alien not authorized to work in the U.S.) in hiring, discharging, or recruiting or referring for a fee because of that individual's national origin or citizenship status. It is illegal to discriminate against work eligible individuals. Employers **CANNOT** specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents presented have a future expiration date may also constitute illegal discrimination.

### What Is the Purpose of This Form?

The purpose of this form is to document that each new employee (both citizen and non-citizen) hired after November 6, 1986 is authorized to work in the United States.

### When Should the Form I-9 Be Used?

All employees, citizens and noncitizens, hired after November 6, 1986 and working in the United States must complete a Form I-9.

### Filling Out the Form I-9

**Section 1, Employee:** This part of the form must be completed at the time of hire, which is the actual beginning of employment. Providing the Social Security number is voluntary, except for employees hired by employers participating in the USCIS Electronic Employment Eligibility Verification Program (E-Verify). **The employer is responsible for ensuring that Section 1 is timely and properly completed.**

**Preparer/Translator Certification.** The Preparer/Translator Certification must be completed if **Section 1** is prepared by a person other than the employee. A preparer/translator may be used only when the employee is unable to complete **Section 1** on his/her own. However, the employee must still sign **Section 1** personally.

**Section 2, Employer:** For the purpose of completing this form, the term "employer" means all employers including those recruiters and referrers for a fee who are agricultural associations, agricultural employers or farm labor contractors.

Employers must complete **Section 2** by examining evidence of identity and employment eligibility within three (3) business days of the date employment begins. If employees are authorized to work, but are unable to present the required

document(s) within three business days, they must present a receipt for the application of the document(s) within three business days and the actual document(s) within ninety (90) days. However, if employers hire individuals for a duration of less than three business days, **Section 2** must be completed at the time employment begins. **Employers must record:**

1. Document title;
2. Issuing authority;
3. Document number;
4. Expiration date, if any; and
5. The date employment begins.

Employers must sign and date the certification. Employees must present original documents. Employers may, but are not required to, photocopy the document(s) presented. These photocopies may only be used for the verification process and must be retained with the Form I-9. **However, employers are still responsible for completing and retaining the Form I-9.**

**Section 3, Updating and Reverification:** Employers must complete **Section 3** when updating and/or reverifying the Form I-9. Employers must reverify employment eligibility of their employees on or before the expiration date recorded in **Section 1**. Employers **CANNOT** specify which document(s) they will accept from an employee.

- A. If an employee's name has changed at the time this form is being updated/reverified, complete Block A.
- B. If an employee is rehired within three (3) years of the date this form was originally completed and the employee is still eligible to be employed on the same basis as previously indicated on this form (updating), complete Block B and the signature block.
- C. If an employee is rehired within three (3) years of the date this form was originally completed and the employee's work authorization has expired **or** if a current employee's work authorization is about to expire (reverification), complete Block B and:
  1. Examine any document that reflects that the employee is authorized to work in the U.S. (see List A **or** C);
  2. Record the document title, document number and expiration date (if any) in Block C, and
  3. Complete the signature block.

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### What Is the Filing Fee?

There is no associated filing fee for completing the Form I-9. This form is not filed with USCIS or any government agency. The Form I-9 must be retained by the employer and made available for inspection by U.S. Government officials as specified in the Privacy Act Notice below.

### USCIS Forms and Information

To order USCIS forms, call our toll-free number at **1-800-870-3676**. Individuals can also get USCIS forms and information on immigration laws, regulations and procedures by telephoning our National Customer Service Center at **1-800-375-5283** or visiting our internet website at **www.uscis.gov**.

### Photocopying and Retaining the Form I-9

A blank Form I-9 may be reproduced, provided both sides are copied. The Instructions must be available to all employees completing this form. Employers must retain completed Forms I-9 for three (3) years after the date of hire or one (1) year after the date employment ends, whichever is later.

The Form I-9 may be signed and retained electronically, as authorized in Department of Homeland Security regulations at 8 CFR § 274a.2.

### Privacy Act Notice

The authority for collecting this information is the Immigration Reform and Control Act of 1986, Pub. L. 99-603 (8 USC 1324a).

This information is for employers to verify the eligibility of individuals for employment to preclude the unlawful hiring, or recruiting or referring for a fee, of aliens who are not authorized to work in the United States.

This information will be used by employers as a record of their basis for determining eligibility of an employee to work in the United States. The form will be kept by the employer and made available for inspection by officials of U.S. Immigration and Customs Enforcement, Department of Labor and Office of Special Counsel for Immigration Related Unfair Employment Practices.

Submission of the information required in this form is voluntary. However, an individual may not begin employment unless this form is completed, since employers are subject to civil or criminal penalties if they do not comply with the Immigration Reform and Control Act of 1986.

### Paperwork Reduction Act

We try to create forms and instructions that are accurate, can be easily understood and which impose the least possible burden on you to provide us with information. Often this is difficult because some immigration laws are very complex. Accordingly, the reporting burden for this collection of information is computed as follows: **1)** learning about this form, and completing the form, 9 minutes; **2)** assembling and filing (recordkeeping) the form, 3 minutes, for an average of 12 minutes per response. If you have comments regarding the accuracy of this burden estimate, or suggestions for making this form simpler, you can write to: U.S. Citizenship and Immigration Services, Regulatory Management Division, 111 Massachusetts Avenue, N.W., 3rd Floor, Suite 3008, Washington, DC 20529. OMB No. 1615-0047.

Department of Homeland Security  
U.S. Citizenship and Immigration Services

**Form I-9, Employment Eligibility Verification**

Please read instructions carefully before completing this form. The instructions must be available during completion of this form.

**ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work eligible individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.

**Section 1. Employee Information and Verification.** To be completed and signed by employee at the time employment begins.

Print Name: Last	First	Middle Initial	Maiden Name
Address (Street Name and Number)		Apt. #	Date of Birth (month/day/year)
City	State	Zip Code	Social Security #

<p><b>I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.</b></p>	<p>I attest, under penalty of perjury, that I am (check one of the following):</p> <p><input type="checkbox"/> A citizen or national of the United States</p> <p><input type="checkbox"/> A lawful permanent resident (Alien #) A _____</p> <p><input type="checkbox"/> An alien authorized to work until _____ (Alien # or Admission #) _____</p>
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Employee's Signature	Date (month/day/year)
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**Preparer and/or Translator Certification.** (To be completed and signed if Section 1 is prepared by a person other than the employee.) I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Preparer's/Translator's Signature	Print Name
Address (Street Name and Number, City, State, Zip Code)	
Date (month/day/year)	

**Section 2. Employer Review and Verification.** To be completed and signed by employer. Examine one document from List A OR examine one document from List B and one from List C, as listed on the reverse of this form, and record the title, number and expiration date, if any, of the document(s).

List A	OR	List B	AND	List C
Document title: _____		_____		_____
Issuing authority: _____		_____		_____
Document #: _____		_____		_____
Expiration Date (if any): _____		_____		_____
Document #: _____		_____		_____
Expiration Date (if any): _____		_____		_____

**CERTIFICATION - I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on (month/day/year) \_\_\_\_\_ and that to the best of my knowledge the employee is eligible to work in the United States. (State employment agencies may omit the date the employee began employment.)**

Signature of Employer or Authorized Representative	Print Name	Title
Business or Organization Name and Address (Street Name and Number, City, State, Zip Code)		Date (month/day/year)
Indiana Tech 1600 E. Washington Blvd. Fort Wayne, IN 46803		

**Section 3. Updating and Reverification.** To be completed and signed by employer.

A. New Name (if applicable)	B. Date of Rehire (month/day/year) (if applicable)
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C. If employee's previous grant of work authorization has expired, provide the information below for the document that establishes current employment eligibility.

Document Title: _____	Document #: _____	Expiration Date (if any): _____
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**I attest, under penalty of perjury, that to the best of my knowledge, this employee is eligible to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.**

Signature of Employer or Authorized Representative	Date (month/day/year)
--	-----------------------

## LISTS OF ACCEPTABLE DOCUMENTS

<b>LIST A</b> <b>Documents that Establish Both Identity and Employment Eligibility</b>	<b>LIST B</b> <b>Documents that Establish Identity</b>	<b>LIST C</b> <b>Documents that Establish Employment Eligibility</b>
	<b>OR</b>	<b>AND</b>
1. U.S. Passport (unexpired or expired)	1. Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address	1. U.S. Social Security card issued by the Social Security Administration <i>(other than a card stating it is not valid for employment)</i>
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)	2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address	2. Certification of Birth Abroad issued by the Department of State <i>(Form FS-545 or Form DS-1350)</i>
3. An unexpired foreign passport with a temporary I-551 stamp	3. School ID card with a photograph	3. Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal
4. An unexpired Employment Authorization Document that contains a photograph (Form I-766, I-688, I-688A, I-688B)	4. Voter's registration card	4. Native American tribal document
5. An unexpired foreign passport with an unexpired Arrival-Departure Record, Form I-94, bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, if that status authorizes the alien to work for the employer	5. U.S. Military card or draft record	5. U.S. Citizen ID Card <i>(Form I-197)</i>
	6. Military dependent's ID card	6. ID Card for use of Resident Citizen in the United States <i>(Form I-179)</i>
	7. U.S. Coast Guard Merchant Mariner Card	7. Unexpired employment authorization document issued by DHS <i>(other than those listed under List A)</i>
	8. Native American tribal document	
9. Driver's license issued by a Canadian government authority	<b>For persons under age 18 who are unable to present a document listed above:</b>	
	10. School record or report card	
	11. Clinic, doctor or hospital record	
	12. Day-care or nursery school record	

**Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274)**

**Form I-9, Employment Eligibility Verification**

Department of Homeland Security  
U.S. Citizenship and Immigration Services

Read instructions carefully before completing this form. The instructions must be available during completion of this form.

**ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.

**Section 1. Employee Information and Verification** (To be completed and signed by employee at the time employment begins.)

Print Name: Last Sample	First Peggy	Middle Initial S	Maiden Name
Address (Street Name and Number) 1234 Example St		Apt. #	Date of Birth (month/day/year) 11/11/1990
City Fort Fun	State IN	Zip Code 99999	Social Security # 123-45-6789

**I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.**

I attest, under penalty of perjury, that I am (check one of the following):

- A citizen of the United States
- A noncitizen national of the United States (see instructions)
- A lawful permanent resident (Alien #) \_\_\_\_\_
- An alien authorized to work (Alien # or Admission #) \_\_\_\_\_ until (expiration date, if applicable - month/day/year)

Employee's Signature Peggy S. Sample Date (month/day/year) 8.16.2010

**Preparer and/or Translator Certification** (To be completed and signed if Section 1 is prepared by a person other than the employee.) I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Preparer's/Translator's Signature	Print Name
Address (Street Name and Number, City, State, Zip Code)	
Date (month/day/year)	

**Section 2. Employer Review and Verification** (To be completed and signed by employer. Examine one document from List A OR examine one document from List B and one from List C, as listed on the reverse of this form, and record the title, number, and expiration date, if any, of the document(s).)

List A	OR	List B	AND	List C
Document title: _____		<u>DRIVERS LICENSE</u>		<u>SOCIAL SECURITY CARD</u>
Issuing authority: _____		<u>OHIO</u>		<u>SS ADMINISTRATION</u>
Document #: _____		<u>04929292929</u>		<u>123-45-6789</u>
Expiration Date (if any): _____		<u>11.11.2012</u>		_____
Document #: _____				
Expiration Date (if any): _____				

**CERTIFICATION:** I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on (month/day/year) 08/16/2010 and that to the best of my knowledge the employee is authorized to work in the United States. (State employment agencies may omit the date the employee began employment.)

Signature of Employer or Authorized Representative <u>[Signature]</u>	Print Name Amy Jagger	Title Assistant Dir. of HR
Business or Organization Name and Address (Street Name and Number, City, State, Zip Code) Indiana Tech, 1600 W. Washington Blvd. Fort Wayne, IN 46803		Date (month/day/year) 08/16/2010

**Section 3. Updating and Reverification** (To be completed and signed by employer.)

A. New Name (if applicable)	B. Date of Rehire (month/day/year) (if applicable)
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C. If employee's previous grant of work authorization has expired, provide the information below for the document that establishes current employment authorization.

Document Title: _____	Document #: _____	Expiration Date (if any): _____
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I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative	Date (month/day/year)
--	-----------------------

# Organizational Audit for Interns & Student Employees

Intern Bridge, a national organization committed to research and support of internship programs, recommends an organization answer the following questions when considering hiring an intern. The Campus Employment Team encourages departments to think closely about the questions when looking to add a student employee to your department.

How serious is my organization about hosting an intern or student employee?

- Is my department committed to working with the Campus Employment Team?
- Will my department culture be supportive of an intern or student employee?

What can interns or student employees do for us? What are our goals?

- Does my department have meaningful work for interns and student employees to complete? Are there special technical skills we need in interns?
- Would an intern's naiveté and inexperience actually be an asset for our department, providing a fresh perspective on our products or services? Or would a naive intern actually be dangerous to self and to others in certain positions?

What human resources do we have to support an intern?

- Can my department provide an individual with efficient supervisory skills to work with Interns or student employees?
- Can my department provide an individual with sufficient time to organize the work for these student employees?

Does my department have the time to support an intern or student employee?

- What is the best time of year for my organization to hire interns and/or student employees?
- For what time period will student employees be needed in our department? All year? Only part of the year?

What physical resources do we have to support an intern?

- A safe, adequate workspace
- Access to computers
- Internet access
- Telephone and fax
- Other communication resources
- Adequate reference resources
- Access to people who would be colleagues, resources, or internal clients

What financial resources do we have?

- Will my organization be able to afford to pay a salary to interns? If so, how much?

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Updated Aug. 6, 2010

## Sample Internship or Campus Employment Job Description

### Title of Organization

Write the internship job description as if you were writing a job description for an entry-level position. The first paragraph should include a blurb about your department. Included should be information on what it does, how it serves students and/or the university, including its mission if applicable.

The second paragraph should outline the opportunity that you are offering. This should include the responsibilities that the student will have, as well as the daily tasks or project the student will be assisting with.

Finally, the last paragraph should state the skills or characteristics that you are seeking for the position. Details such as location, term of position, work hours, and compensation should also be included. The more information included in the description the more it will allow the student to decide, before applying, if the position would be a good match.

Position: Title of Intern (Marketing Intern, Out Reach Intern, Software Engineer Intern, etc.)

Description: Describe the work or project the intern will do.

Skills: Prospective interns should have XYZ – list all the Qualifications that are required of the position including special skills. List which majors are encouraged to apply. Are all qualified applicants considered?

Supervisor: Name and Title of Supervisor

Location: Address, City, State, Zip

Start Date: Start Date and Duration

Hours: Flexible schedule hours, at least 8 hours per week.

Compensation: Includes, pay, academic credit and perks of the position (free parking, meals, etc.)

#### Name of Organization

is an Equal Opportunity Employer and does not discriminate on the basis of age, race, religion, gender, national origin, handicap, sexual orientation, veteran status or any other characteristic protected by law.

# Work Study Hours Available Worksheet

To assist you with determining how many hours per week a student with Federal Work Study Funds can work, please use the calculations below. You will need the student's Official Orange Card which contains the information you will need to make the calculations.

First, determine your rate of pay which can be found on your Orange Card and is listed below:

Class Status	Base Pay	Return Bonus I
Freshman	\$7.25	N/A
Sophomore	\$7.50	\$7.75
Junior	\$7.75	\$8.00
Senior	\$8.00	\$8.25
Intern	\$10.00	None

Steps to figure out how many suggested hours per week your student employee is eligible for:

Part 1:

	Example	Your Student Employee
Take individuals budgeted amount	\$1800.00	
Figure hourly rate from Orange Card	\$7.25	
Is the student eligible for \$.25 return bonus? If unsure, look on your Orange Card.	No (If so, add bonus \$.25 to hourly rate)	

Part 2:

	Example	Your Student Employee
Figure budgeted amount per semester	$1800/2 = \$900.00$	
Figure how many hours they can work per semester	$900/7.25 = 124.1379$ hrs	
Figure hours per week	$124.1379/\#$ of weeks individual plans to work	

# Campus Employment Vocabulary List

***Below is a list of terms used in the Campus Employment program. Please contact the Career Center if you have any questions, need clarification or would like to suggest a term to be added to the list.***

**Budget Student Employee:** A student who is paid from a budgeted account. Not all departments have accounts to pay student employees, so check with the budget manager prior to hiring and to confirm funds and the amount.

**Campus Employment Certification Program:** In an effort to assist students and departments in the hiring process, the Campus Employment Certification Program was completed. Students meet for XXX minutes XXXX times a week to learn basic office skills including the proper use of equipment, business professionalism, and customer services. Once students have completed the training, their Orange Card will be noted accordingly. Students with Work Study funds are paid for their participation in the program making this a benefit to both the student and the department.

**Campus Employment Information Sessions:** Open to faculty and staff to hear about changes/improvements in campus employment process, as well as get assistance identifying areas where they can use an intern, student employee, or student (i.e. field experience). Typically, these are held in July and August each year.

**Campus Employment Orientation:** Held in late September, this one hour meeting is held for all student employees of the university to cover employment basics and new policies and procedures. Attendance is mandatory for all student employees, both budgeted and work study eligible students.

**Campus Employment Paperwork Processing Sessions:** Held during the Campus Employment and Part Time Job Fair and on the following Friday, these sessions are held so that students that have been hired and whose supervisor has turned in their completed I9 Forms can complete the hiring process.

**Federal College Work Study Availability Worksheet:** This form assists supervisors in determining the number of hours a student can work throughout the year depending on total work study award, rate of pay, and numbers of weeks the student will work. Supervisors will use this to determine the number of hours per week a student can work.

**Federal College Work Study Student Employee:** A student who receives, as part of their financial aid package, a set amount of funds that they can earn through employment on campus. Not all students receive work study funding so students should confirm their award through their financial aid package.

# **Campus Employment Vocabulary List**

## **Page 2**

**Form W4 (2010) – Federal Employee Withholding Allowance Certificate:** The form required by the federal government to withhold taxes and social security as governed by law.

**I9 Form:** Document that verifies that you are who you say you are and you are able to work in the United States. This form MUST be completed by the supervisor at the time of hire.

**Indiana Employee Withholding Exemption and County Status Certificate:** This form is required by the State of Indiana for the purpose of withholding state and local taxes as governed by law.

**Informal Supervisor:** Other staff members who may supervise the work of student employees, but who do not approve time cards.

**Orange Card:** The official university card that denotes a student's official rate of pay and amount, if any, work study funds available to the student. This card is obtained by the student once s/he has completed all the necessary paperwork to be employed by the university with the exception of the I9. This form is completed by the supervisor once the student has been selected and is the final step in the hiring process.

**Orange Card Days:** For the 2010-11 school year, Orange Card Days will be held on Tuesday, August 24<sup>th</sup>; Wednesday, August 25<sup>th</sup>; and Thursday, August 26<sup>th</sup> from 11 am – 1 pm in the Andorfer Commons cafeteria area.

**Supervisor:** The staff member who is responsible for student employees and approves their time card.

**Supervisor Training:** The required training for any supervisor who will be approving time cards for student employees. This training includes all the necessary forms, policies, and procedures that supervisors must complete in order to hire student employees. Training is mandatory and failure to complete the training will result in an inability to hire student employees.

# Who's Who in Campus Employment

*This list was created to assist you with the campus employment process. Please contact the Career Center if you have questions or to request information be added to this list.*

## AQIP

**Monica Chamberlain**, Associate Vice President of Enrollment Management

[MLChamberlain@indianatech.edu](mailto:MLChamberlain@indianatech.edu) 260-422-5561 ext. (1)2348

- Serves as the staff facilitator of AQIP compliance in the Campus Employment process;
- Serves as the liaison to the Cabinet for Cabinet support and involvement when needed;

## Finance & Accounting

**Mhariel McDonald** – Staff Accountant

[MFMcdonal@indianatech.edu](mailto:MFMcdonal@indianatech.edu) 260-422-5561 ext. (1)2364

- Once student employee paperwork has been processed in Human Resources, makes the necessary changes in ADP for students to clock in and out of the system, including hand scanners;
- Processes payroll for all student employees in addition to faculty and staff;
- Person to contact if students have trouble accessing the portal and hand scanners.

## Financial Aid

**Terri Vasquez** – Director

[TMVasquez@indianatech.edu](mailto:TMVasquez@indianatech.edu) 260-422-5561 ext. (1)2208

- Determines who receives Federal Work Study Funds as part of the Financial Aid package for each student;
- Works with off-site employers who host students receiving Federal Work Study Funds;
- Contacts all students who receive Federal Work Study Funds to determine if the student will be using their funds;
- Reallocates unused funds to students in a prioritized list to receive funds;

## Human Resources

**Amy Jagger** – Assistant Director of Human Resources

[ANJagger@indianatech.edu](mailto:ANJagger@indianatech.edu) 260-422-5561 ext. (1)2137

- Accepts Student Employee Request Forms from Supervisors;
- Posts open positions on Student Employment Website and removes once supervisor informs her the position has been filled;
- Processes all student employee paperwork so that student may obtain an official Indiana Tech Orange Card;
- Receives all I-9 forms from students and supervisors once student has been selected;
- Should students experience any difficulties or problems as a student employee (harassment, etc.) is encouraged to contact Amy for assistance;

## Who's Who in Campus Employment

### Page 2

#### Learning Support Services & Career Planning & Development Center

**Cindy Verduce** – Director of Learning Support Services & Career Planning & Development

[CPVerduce@indianatech.edu](mailto:CPVerduce@indianatech.edu)

260-422-5561 ext. (1)2217

- Serves as the coordinator of services between departments for Campus Employment;
- Maintains and updates coordination of services including suggestions for improvement from students, faculty, staff and employers;
- Ensures proper coordination between departments;

**Heather Burgette** – Internship Coordinator/Career Advisor

[HRBurgette@indianatech.edu](mailto:HRBurgette@indianatech.edu)

260-422-5561 ext. (1)2304

- Works with departments to assist them in creating campus employment positions in departments throughout campus;
- Can assist students with putting together their resume that they will need to attach to their application for employment as a student employee

**Ashtyn Humerickhouse** – Graduate Intern, Career Center

[ALHumerickhouse@indianatech.edu](mailto:ALHumerickhouse@indianatech.edu)

260-422-5561 ext. (1)2125

- Heads our Campus Employment & Part Time Job Career Fair –
- employer registrations should be sent to her

**Monica Trump** – Career Services Assistant, Career Center

[MSTrump@indianatech.edu](mailto:MSTrump@indianatech.edu)

260-422-5561 ext. (1)2217

- Accepts student Orange Card materials for processing;
- Completed Orange Cards can be picked up at the Career Center Main Desk;

**Maurice Napper & Kathy Gibson** – Student Support Services

[MXNapper@indianatech.edu](mailto:MXNapper@indianatech.edu)

260-422-5561 ext. (1)2396

- Assist students with computer usage in the Tutoring Center to complete the online application process for student employment;

#### Various Departments

**Supervisor** – Varies based on the department a student employee works in

- This is the person who will approve your time card;
- This is the person who will either evaluate your performance to delegate the task to another staff member;

#### Informal Supervisor

- Depending upon the department, additional staff members who will give student employees direction and supervision;

Supervisor Use Only	
Date of November Review	
Date Sent to Career Center	
Date of May Review	
Date Sent to Career Center	

***This is the evaluation you will complete for all student employees twice a year in November and May.***



## Departmental Evaluation of Student Employee

Name of Student Employee: \_\_\_\_\_

Office/Department: \_\_\_\_\_

Name & Title of Supervisor: \_\_\_\_\_ University Extension \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
 (Month/Day/Year) (Month/Day/Year)

Total Hours Worked: \_\_\_\_\_

Please rate the student employee on each of the following characteristics. Place a check next to the statement that most accurately describes the performance of the student.

### A. Relationships with Others

- \_\_\_\_\_ 1. Very Acceptable (Encourages other employees to perform well and helps reduce conflict.)
- \_\_\_\_\_ 2. Acceptable (Works well with other employees and does not cause conflict.)
- \_\_\_\_\_ 3. Not Acceptable (Does not work well with other employees and causes conflict.)

### B. Dependability and Quality of Work

- \_\_\_\_\_ 1. Very Acceptable (Carries out tasks with less supervision than normal.)
- \_\_\_\_\_ 2. Acceptable (Carries out tasks with normal supervision.)
- \_\_\_\_\_ 3. Not Acceptable (Carries out tasks with below normal supervision.)

### C. Attitude Towards Work

- \_\_\_\_\_ 1. Very Acceptable (Wants to know more about how we do things in our organization.)
- \_\_\_\_\_ 2. Acceptable (Accepts how we do things in our organization.)
- \_\_\_\_\_ 3. Not Acceptable (Rejects what we do in our organization.)

### D. Judgment

- \_\_\_\_\_ 1. Very Acceptable (Always handles problem situations in a manner acceptable to supervisor.)
- \_\_\_\_\_ 2. Acceptable (Occasionally handles problem situations as well as supervisor would like.)
- \_\_\_\_\_ 3. Not Acceptable (Frequently does not handle problem situations as well as supervisor would like.)

### E. Absenteeism

- \_\_\_\_\_ 1. Is not a problem with the student. (Acceptable)
- \_\_\_\_\_ 2. Is a problem with the student. (Unacceptable)

### F. Appointments

- \_\_\_\_\_ 1. Professional (proactive, scheduling meetings as needed)
- \_\_\_\_\_ 2. Intermediate (Consistently attends meeting, avoiding loopholes or excuses)
- \_\_\_\_\_ 3. Novice (Expects others to schedule meetings, may lack substantive preparation and/or participation)

### G. Attention to Detail

- \_\_\_\_\_ 1. Professional (Consistently anticipates problems, thinking ahead)
- \_\_\_\_\_ 2. Intermediate (Generally prepared, reflecting some fore-thought)
- \_\_\_\_\_ 3. Novice (May overlook some obvious considerations)

# Departmental Evaluation of Student Employee

## Page 2

### H. Communication

- \_\_\_\_\_ 1. Professional (Proactively initiates timely messages and replies in a professional manner that is lucid and cogent)
- \_\_\_\_\_ 2. Intermediate (Appreciates the need for good skills in communication)
- \_\_\_\_\_ 3. Novice (Often responds/replies in a timely manner when contacted)

### I. Deadlines

- \_\_\_\_\_ 1. Professional (Anticipates complications)
- \_\_\_\_\_ 2. Intermediate (Generally takes deadlines to heart, being prepared in advance)
- \_\_\_\_\_ 3. Novice (Aware of deadlines, usually meeting them. Reminders may be needed)

### J. Documentation

- \_\_\_\_\_ 1. Professional (Anticipates & consistently keeps accurate & thorough records)
- \_\_\_\_\_ 2. Intermediate (Keeps records as needed, identifies & collects appropriate documentation)
- \_\_\_\_\_ 3. Novice (Although inconsistent at times, collects documents & keeps records as instructed)

### K. Accountability

- \_\_\_\_\_ 1. Professional (Self-motivated, proactively taking responsibility for personal and team success)
- \_\_\_\_\_ 2. Intermediate (Recognizes the importance of personal responsibility)
- \_\_\_\_\_ 3. Novice (Some awareness of the role of personal responsibility, but often expects others to perform for them, showing little, to no, evidence of ownership)

### L. What are the outstanding attributes of this student?

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### M. Describe any problems the student encountered in the work environment:

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### N. What areas does this student need to improve most?

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### O. (Optional) Would you hire this student? Yes \_\_\_\_\_ No \_\_\_\_\_

If no, please explain why: \_\_\_\_\_

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**Departmental Evaluation of Student Employee**  
**Page 3**

P. Have you discussed this evaluation with the student? Yes \_\_\_\_\_ No \_\_\_\_\_

**Please make any other comments you feel would be helpful to the Career Planning & Development Staff in aiding this student to develop proper skills for working in this industry:**

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**Please Print or Type:**

**Name of Evaluator:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Unless otherwise noted below, the information contained in this evaluation will not be directly shared with the student, but rather used in the development of strategies to assist students in areas of needed improvement and to further the education of all of our students. With Campus Employment, we strive to continue to develop and enhance preparation programs for our students.

\_\_\_ Career Center may share this with the student.

**Please return to:**  
**Cindy Verduce, Director,**  
**Learning Support Services &**  
**Career Planning & Development Center**  
**Indiana Tech, Andorfer 229, 1600 E. Washington Blvd.,**  
**Fort Wayne, IN 46803**  
[cpverduce@indianatech.edu](mailto:cpverduce@indianatech.edu)

Career Center Use Only	
Date of November Review	
Date Sent to Career Center	
Date of May Review	
Date Sent to Career Center	

**Students are asked to complete this evaluation twice a year at the same time they are evaluated by their supervisor. Information will only be reported in the aggregate.**



## Student Evaluation of Campus Employment Experience

Name of Student Employee: \_\_\_\_\_

Department: \_\_\_\_\_

Name & Title of Supervisor: \_\_\_\_\_ Company Telephone# \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
 (Month/Day/Year) (Month/Day/Year)

Total Hours Worked per Week: \_\_\_\_\_

Was the position paid or unpaid? \_\_\_\_\_ If paid, what was the hourly rate? \_\_\_\_\_

Please rate the internship/campus position on each of the following characteristics. Place a check next to the statement that most accurately describes the internship experience.

**A. Quality of Supervision**

- \_\_\_\_\_ 1. Very Acceptable
- \_\_\_\_\_ 2. Acceptable
- \_\_\_\_\_ 3. Not Acceptable

**B. Quality of Training**

- \_\_\_\_\_ 1. Very Acceptable
- \_\_\_\_\_ 2. Acceptable
- \_\_\_\_\_ 3. Not Acceptable

**C. Relevance to Degree / Coursework**

- \_\_\_\_\_ 1. Very Acceptable (Was able to use knowledge learned in the class room in the position.)
- \_\_\_\_\_ 2. Acceptable (Not always relevant to what I learned in the classroom.)
- \_\_\_\_\_ 3. Not Acceptable (Duties were not tied to classroom learning and experience.)

**D. Relevance to Building Employment Skills and Furthering Education**

- \_\_\_\_\_ 1. Very relevant (helped me gain abundant employment skills an awareness I will use in future work experiences/contributed to my education outside the classroom)
- \_\_\_\_\_ 2. Somewhat relevant (Kind of brought new skills awareness and/or somewhat contributed to my education outside of the classroom)
- \_\_\_\_\_ 3. Not at all relevant (Did not help me gain neither employment skills/awareness, nor did it contribute to my education outside of the classroom)

**E. Was this a valuable experience and how can it be made better?**

\_\_\_\_\_

\_\_\_\_\_

**Student Evaluation of Campus Employment Experience  
Page 2**

**F. What is your overall evaluation of the experience?**

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**G. What are the outstanding attributes of this office/department:**

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**H. Describe any problems you encountered in the work environment:**

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**I. (Optional) Would you recommend this position to other students? Yes \_\_\_\_\_ No \_\_\_\_\_**

**If no, please explain why:** \_\_\_\_\_

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**J. How did you hear about the position? Place X on all that apply.**

**Campus Employment Website \_\_\_\_\_ CPDC/Warrior Jobs \_\_\_\_\_**

**Faculty \_\_\_\_\_ Warrior Legend \_\_\_\_\_ Staff Member \_\_\_\_\_ Other: \_\_\_\_\_**

**K. Please make any other comments you feel would be helpful to the Campus Employment Team:**

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**Student Evaluation of Campus Employment Experience**  
**Page 3**

**Student Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Unless otherwise noted below, the information contained in this evaluation will not be directly shared with the department, but rather used in the development of strategies to assist departments in areas of needed improvement and to further the education of all of our students. The Campus Employment Staff strives to continue to develop and enhance preparation programs for our students.

\_\_\_\_\_ Campus Employment Team may share with department  
(please initial if granting permission)

**Please return to:**  
**Cindy Verduce, Director,**  
**Learning Support Services &**  
**Career Planning & Development Center**  
**Indiana Tech, Andorfer 229, 1600 E. Washington Blvd.,**  
**Fort Wayne, IN 46803**  
[cpverduce@indianatech.edu](mailto:cpverduce@indianatech.edu)

# Interview Rubric

*To assist supervisors in evaluating and giving feedback to students in interviews.*

Posted By: Amy Raphael

	<b>Excellent interview: You should get a job offer!</b>	<b>Average interview: you could get called back but it is not certain.</b>	<b>Interviewing skills need significant improvement: You would not get this job.</b>
<b>First Impressions</b>	Your appearance is professional—you are wearing a business suit. You greet and shake hands with your interviewer correctly. Your conversation is enthusiastic and engaging.	You look nice but you do not wear a suit. Your greeting is appropriate but you forget to shake hands with your interviewer. Your conversation is enthusiastic and engaging.	Your attire is not professional—you wear jeans or shorts to this interview. You do not greet or shake hands when you meet your interviewer. Your conversation is not energetic.
<b>Interview Content</b>	You are knowledgeable about the organization and position you are interviewing for. You display poise and confidence. You relate your skills to the job very well.	You are knowledgeable about the position but not the organization you are interviewing with. You display adequate confidence in your answers. You state your skills but do not adequately relate them to the job.	You are not knowledgeable about the position or organization you are interviewing with. You are not confident in answering questions about yourself. You do not state the skills you have to do this job.
<b>Interview Skills / Techniques</b>	You have excellent eye contact with your interviewer without staring. Your language and grammar is appropriate. You do not use um or and. You speak at the right speed.	You have adequate eye contact with your interviewer. Your language and grammar are adequate. You say um or and a few times, but not enough to disrupt the interview. You talk a little too fast or too slow.	You look at the floor or ceiling when speaking. Your grammar and language are not appropriate. You say um or and too many times. You talk too fast or too slow.
<b>Closing</b>	You successfully convey your interest in this position. You ask appropriate questions to the interviewer. You thank the interviewer.	You convey some interest in the position. You are not prepared to ask any questions. You thank the interviewer.	You do not show any interest in this position. You do not ask any questions. You do not thank the interviewer.

Rapheal, A. (2010). *Mock Interview Rubric*. Retrieved August 3, 2010, from Jobweb Web site: <http://www.jobweb.org/Interview/help.aspx?id=626>

INDIANA **TECH**

**CPDC** CAREER PLANNING & DEVELOPMENT CENTER

Monica Trump, Career Services Assistant, Career Services, at [mstrump@indianatech.edu](mailto:mstrump@indianatech.edu)

Updated Aug. 6, 2010

# Top 10 Interview Questions

1. Tell me something about yourself.
2. What do you know about this department?
3. Why would you like to work/intern at our department?
4. What will you bring to the position/internship? OR Explain how you would be an asset to this department.
5. What are your strengths? What are your weaknesses?
6. What course work, jobs, activities or interests qualify you for this position?
7. What are you looking for in a job/internship?
8. Tell me about a time when you worked as part of a team to reach a common goal. OR Are you a team player?
9. Tell me about a problem you had with a supervisor.
10. Where do you want to be in 5 (or 10 or 15) years?

## Example Answers

### 1. TELL ME ABOUT YOURSELF.

The most often asked question in interviews. You need to have a short statement prepared in your mind. Be careful that it does not sound rehearsed. Limit it to work related items unless instructed otherwise. Talk about things you have done and jobs you have held that relate to the position you are interviewing for. Start with the item farthest back and work up to the present. Always connect your experience with the job for which you are applying to end your summary on a strong, positive note.

### 2. WHAT DO YOU KNOW ABOUT THIS ORGANIZATION?

This question is one reason to do some research on the organization before the interview. Find out where they have been, and where they are going. What are the current issues, and who are the major players.

### 3. WHY WOULD YOU LIKE TO WORK/INTERN AT OUR COMPANY?

This may take some thought and certainly should be based on the research you have done on the organization. Sincerity is extremely important here, and will easily be sensed. Relate it to your long-term career goals.

### 4. WHAT WILL YOU BRING TO THE POSITION/INTERNSHIP? OR EXPLAIN HOW YOU WOULD BE AN ASSEST TO THIS ORGANIZATION.

You should be anxious for this question. If give you a chance to highlight your best points as they relate to the position being discussed. Give a little advance thought to this relationship. Point out how your assets meet what the organization needs. Do not mention any other candidates to make a comparison.

## 5. WHAT ARE YOUR STRENGTHS? WHAT ARE YOUR WEAKNESSES?

Numerous answers are good, just stay positive. A few good examples:

### Strengths

- Ability to prioritize
- Problem Solving Skills
- Ability to Focus on Projects
- Ability to Work Under Pressure
- Professional Expertise
- Positive Attitude
- Leadership Skills

### Weaknesses

- Cite a weakness that, under the right circumstances, can prove to be an asset.
- Cite a corrected weakness.
- Cite a lesson learned.
- Cite an unrelated skill deficit.

## 7. WHAT ARE YOU LOOKING FOR IN A JOB/INTERNSHIP?

Stay away from a specific job/internship. You cannot win. If you say the job/internship you are contending for is it, you strain credibility. If you say another job is it, you plant the suspicion that you will be dissatisfied with this position if hired. The best bet is to stay generic and say something like; "A job where I love the work, like the people, can contribute, and can't wait to get to work."

## 8. TELL ME ABOUT A TIME WHEN YOU WORKED AS PART OF A TEAM TO REACH A COMMON GOAL. OR ARE YOU A TEAM PLAYER?

Of course, you are a team player. With either question, be sure to have examples ready to show specifics that you often perform for the good of the team rather than yourself. Give examples that are good evidence of your team attitude. Do not brag; just say it in a matter-of-fact tone. This tone is key throughout the interview.

## 9. TELL ME ABOUT A PROBLEM YOU HAD WITH A SUPERVISOR.

This question is the biggest trap of all. This is a test to see if you will speak ill of your boss. If you fall for it and tell about a problem with a former boss, you may well blow the interview right there. Stay positive and develop a poor memory about any trouble with a supervisor.

## 10. WHERE DO YOU WANT TO BE IN 5 (OR 10 OR 15) YEARS?

Strike a delicate balance when responding to this kind of question. Be honest, but show your ambition and your desire to be working at this company. Avoid responses like starting your own business or running for Congress, it takes the focus away from you and your future with this company. While it is not totally inappropriate to mention the personal goals (marriage, family), etc., the focus should be on professional goals.

## JOB INTERVIEW EVALUATION FORM

**INTERVIEWEE NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

*All applicants are expected to have an appropriate cover letter and resume. Interviewer: Please place an X in the appropriate box and make comments that would be helpful for the interviewee in improving their interviewing skills.*

APPEARANCE	Poor	Fair	Average	Good	Superior
Dress					
Grooming					
Body Language					
Eye Contact					

CHARACTERISTICS	Poor	Fair	Average	Good	Superior
Assertive					
Achievement-oriented					
Cooperative					
Responsible					
Outgoing					
Open					
Dedicated					
Poise					
Maturity					
Professional					
Verbal/Persuasive					
Ability to learn					

GOALS/PERCEPTION OF SELF	Poor	Fair	Average	Good	Superior
Realistic appraisal of self					
Reason for interest in field					
Realistic career goals					

<b>QUALIFICATIONS</b>	<b>Poor</b>	<b>Fair</b>	<b>Average</b>	<b>Good</b>	<b>Superior</b>
Education/Training					
Accomplishments					
Skills					
Relevant Experience					
Potential					

<b>DECISION MAKING/PROBLEM SOLVING</b>	<b>Poor</b>	<b>Fair</b>	<b>Average</b>	<b>Good</b>	<b>Superior</b>
Creativity					
Logic					

<b>REASONS FOR SELECTING PARTICULAR ORGANIZATION</b>	<b>Poor</b>	<b>Fair</b>	<b>Average</b>	<b>Good</b>	<b>Superior</b>
Commitment					
Knowledge of Organization					
Knowledge of Industry					

<b>JOB EXPECTATIONS</b>	<b>Poor</b>	<b>Fair</b>	<b>Average</b>	<b>Good</b>	<b>Superior</b>
Realistic					
Match employer's needs					

<b>LONG TERM OBJECTIVES</b>	<b>Poor</b>	<b>Fair</b>	<b>Average</b>	<b>Good</b>	<b>Superior</b>
Realistic					
Potential to grow					

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Interviewers:

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<b>OVERALL</b>	<b>Poor</b>	<b>Fair</b>	<b>Average</b>	<b>Good</b>	<b>Superior</b>
EVALUATION					

**ADDITIONAL COMMENTS:**