

COLLEGE OF NATURAL SCIENCES AND MATHEMATICS
Department of Chemistry

WORK STUDY EVALUATION

5/31/07

PURPOSE To ensure work study employees are evaluated on a regular basis as stipulated by College Work Study Procedures

REFERENCES College Work Study Program Guide
<http://www.uh.edu/enroll/sfa/workstudy/employers/oncampusmanual.htm>

RESPONSIBLE PARTY Designated departmental administrative staff

FREQUENCY At the end of each term of employment.

PROCEDURES

- Step 1 Send the form to the immediate supervisor(s) for completion.
<http://www.uh.edu/enroll/sfa/forms/workstudyforms/evaluation.pdf>
- Step 2 Staff supervisors are to complete the form and review with DBA, before reviewing with the student.
- Step 3 Staff and faculty supervisors are to review evaluation with student, get student signature, and return to Financial Assistant.
- Step 4 Financial Assistant will scan copy to the student's folder in ChemScanPayroll_HR.
- Step 5 Forward original to the College Work-Study Office, Room 23, E. Cullen