



*Main Library
Library Director's Office*

Supervisor Instructions

Students applying for the University Libraries Distinguished Student Employee Award are required to have the “Form for Consideration” completed by their library supervisor.

The “Form for Consideration” has been created to assist the University Libraries Distinguished Student Employee Award Committee with the difficult process of selecting the award recipient(s), to ease the task of the department supervisor and to provide an equal and fair practice through uniformity.

- You will need to save this document on your computer.
- Please **DO NOT** handwrite this form. Click on or tab to each area and type in the required information.
- **Section One:** Complete: Student’s Name, Solar ID #, your Name, and your department.
- **Section Two:** Make sure the box you click on coincides with the point value that best rates the student work performance. i.e. **5** – Outstanding; being the best and **1** – Ineffective; being the lowest value received. (if you have made an error, clicking again on the points value box will remove the entry)
- **Section Three:** Please comment on two or more of the qualities mentioned in Section Two, by giving examples as to why you think this student should be the award recipient.
- Once you have completed all three sections, save the entries you have made, and then please print out the document. Sign and date the completed form.
- Please do not submit the completed form on your own, it must be submitted by the student as part of the Award Packet.
- Once you have completed all three sections, and have signed and dated the form,
 1. place the signed form in an envelope.
 2. seal the envelope and sign across the seal.
 3. give the envelope to the student to place in the application packet.



**University Libraries
Distinguished Student Employee Award
Form for Consideration**

Section One: (place cursor in the gray area to enter required information, and tab to the next field)

| |
|---------------------------------|
| Student's Name: |
| Solar I.D. #: |
| Supervisor's Name: |
| Supervisor's Department: |

Please complete the performance evaluation by checking the appropriate rating and write a brief narrative as to why you think this student is deserving of the award.

| | | |
|---------------------------------|--------------------------|--------------------------|
| <u>Evaluation Scores</u> | 5 - Outstanding | 4 - Above Average |
| 3 - Average | 2 - Below Average | 1 - Ineffective |

Section Two:

Click on the box below which coincides with the point value that best evaluates the quality of the applicant's work.

A - Willing to accept & complete assigned tasks.

5. 4. 3. 2. 1.

G – Attendance/Punctuality.

5. 4. 3. 2. 1.

B - Thoroughness in handling details.

5. 4. 3. 2. 1.

H - Time spent productively.

5. 4. 3. 2. 1.

C - Accuracy of work.

5. 4. 3. 2. 1.

I - Ability to work with others

5. 4. 3. 2. 1.

D - Dependability.

5. 4. 3. 2. 1.

J - Courteous & Helpful with patrons and/or staff.

5. 4. 3. 2. 1.

E - Initiative.

5. 4. 3. 2. 1.

K - Dedication.

5. 4. 3. 2. 1.

F - Flexibility.

5. 4. 3. 2. 1.

L - Overall performance.

5. 4. 3. 2. 1.

Total points: _____

Section Three:

Please comment on two or more of the attributes listed above and give examples.

Narrative: (this area will expand as you type)

Supervisor's Signature _____ Date: _____