

## HOW TO: CONTACT YOUR RELATIONSHIP MANAGER

1

Email your relationship manager. See below.

**Time Card Details**

<b>Student Name</b>	<b>Date Worked</b>
Jonathan Student	07/15/21

**Activities:**

Today, I attended a department meeting in the morning and learned about a new project that will launch next month. I spent a few hours updating the company's contact database, then I worked on a PowerPoint presentation that I will be making at next week's department meeting.

<b>Hours Worked</b>	<b>Time At Lunch</b>	<b>Hours Worked Without Lunch</b>
7 hrs 30 min	0 hrs 45 min	6 hrs 45 min

I would like to update the hours worked\*  Yes  No

2

Select "yes" to this question on your intern's timecard. It will send us a notification to follow-up

3

Call the school's front office and request to speak with your Relationship Manager

**(919) 897-5680**

**IF YOU ARE UNSURE WHO TO CONTACT, EMAIL HANNAH BEIGHEY**

**Performance**

<b>Rating*</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Unsatisfactory	Needs Some Improvement	Met Expectations	Above Expectations	Exceptional

**Additional Comments**

Share comments with student?\*  Yes  No

Request a follow up from Cristo Rey?\*  Yes  No

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# SUPERVISOR TIME CARD RUBRIC

Rating Categories		5 Exceptional	4 Above Expectations	3 Met Expectations	2 Needs Improvement	1 Unsatisfactory
Positive & Professional Behavior	<ul style="list-style-type: none"> <li>Always shows respect while speaking to others</li> <li>Welcomes others in conversations</li> <li>Always ready to work and shows initiative in creating needed work</li> </ul>	<ul style="list-style-type: none"> <li>Always shows respect while speaking to others</li> <li>Welcomes others into conversations</li> <li>Always read to work</li> </ul>	<ul style="list-style-type: none"> <li>Shows respect while speaking to others</li> <li>Brings needed materials &amp; is always ready to work</li> </ul>	<ul style="list-style-type: none"> <li>Does not always seem interested</li> <li>Sometimes needs to settle down before being ready to work</li> </ul>	<ul style="list-style-type: none"> <li>Never is interested</li> <li>Often disrespectful to others</li> <li>Often forgets needed materials and is never read to work</li> </ul>	
Accountability & Responsibility	<ul style="list-style-type: none"> <li>Individual is self-directed</li> <li>Always stays on task</li> </ul>	<ul style="list-style-type: none"> <li>Consistently stays focused on tasks given</li> <li>Always follows through on assigned tasks</li> </ul>	<ul style="list-style-type: none"> <li>Focuses on tasks &amp; what needed to be done</li> <li>Team members can count on this individual</li> <li>Comments are supported by evidence of completion</li> </ul>	<ul style="list-style-type: none"> <li>Sometimes needs reminders to focus &amp; stay on task</li> <li>Sometimes lets others do the work</li> <li>Comments sometimes connect with evidence</li> </ul>	<ul style="list-style-type: none"> <li>Never focuses on tasks</li> <li>Lets others do the work</li> <li>Comments never connect with evidence</li> </ul>	
Timeliness	<ul style="list-style-type: none"> <li>Uses time effectively &amp; completes assignments on time</li> <li>Takes initiative to begin next assignment without being asked</li> </ul>	<ul style="list-style-type: none"> <li>Uses time effectively</li> <li>Completes assignments on time</li> <li>Does not have to adjust deadlines</li> </ul>	<ul style="list-style-type: none"> <li>Procrastinates but completes assignments on time</li> </ul>	<ul style="list-style-type: none"> <li>Rarely completes projects by deadline</li> <li>Often adjusts deadlines &amp; responsibilities before completion</li> </ul>	<ul style="list-style-type: none"> <li>Never completes projects by deadline</li> </ul>	