

HOW TO: PROVIDE TIME CARD FEEDBACK

1

You will receive an email from notifications@workstudyforce.com for each student that worked that day

Time Card Feedback for Jonathan Student on 7/15/2021

Similar to this

Dear Jenny Supervisor,

Please provide performance feedback for Jonathan Student for 7/15/2021. If you like, you can adjust hours, request a follow-up or add a comment after providing a rating.

Hours Worked: 7 hrs 30 min

Lunch: 0 hrs 45 min

Time Card Details

Student Name	Date Worked
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.

Hours Worked	Time At Lunch	Hours Worked Without Lunch
7 hrs 30 min	0 hrs 45 min	6 hrs 45 min

I would like to update the hours worked * Yes No

2

Verify that the amount of time worked and lunch break are correct

3

Select the rating you would like to give the student for the day based on their work and the rubric on the back

4

Type any feedback or comments you would like here. This is a good place to tell stories about the student at work.

Performance

Unsatisfactory
 Needs Some Improvement
 Met Expectations
 Above Expectations
 Exceptional

Rating *

Additional Comments

Share comments with student? * Yes No

Request a follow up from Cristo Rey? * Yes No

Select "yes" if you would like the student to see any comments you have added

Select "yes" if you would like your relationship manager to reach out about something

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