

**MONTANA TECH OF THE UNIVERSITY OF MONTANA**

Butte, Montana  
Career Services Office

Student Employee Change Request

Student's Name \_\_\_\_\_ ID# \_\_\_\_\_

Indicate action desired below and submit two copies of this form to the Career Services Office. When action has been taken and the form completed, you will receive a copy for your files.

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POSITION AND/OR WAGE RATE CHANGE REQUEST

Wage Change from: \_\_\_\_\_ to \_\_\_\_\_

Effective Date for Increase: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Mo Day Year

**(Evaluation & memo of recommendation required for all requests)**

\_\_\_\_\_  
Department Head Signature Date

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DENIED

APPROVED

By \_\_\_\_\_  
Career Services Representative

## EVALUATION OF PART-TIME STUDENT EMPLOYEE

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

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

Classification: \_\_\_\_\_ (Fr., So., Jr., Sr., Grad)

Duties: \_\_\_\_\_

\_\_\_\_\_

Please evaluate your student employee according to the traits listed below, rating them as follows:

A – Superior    B – Good    C – Average    D – Poor    N – No Evaluation

Note: All traits may not apply to each student because of the great diversity in the opportunities for employment and because of the other variables affecting the work record and financial and personal needs of the students. If a trait does not apply, please check "No Evaluation" (N).

	A	B	C	D	N
<b>Integrity:</b> Trustworthiness, honest, and loyalty.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Dependability:</b> Promptness and reliability in attendance.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Responsibility:</b> Willingness with which work is accepted & performed..	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Initiative:</b> Ability to plan and direct one's own work.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Judgment:</b> Ability to make sound decisions.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Cooperation:</b> Ability to work with others in harmony.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Leadership:</b> Qualities of understanding people & directing work of others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Quality of Work:</b> Degree of success in applying one's abilities to work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Attitudes toward Work:</b> Degree of enthusiasm with which one performs Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Courtesy and Friendliness:</b> Skills in expressing consideration and kindness toward others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Personal Appearance:</b> Neatness, cleanliness, appropriate dress & grooming	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Potentialities:</b> Ability to meet & apply one's self to new situations.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Further information or comments, as applicable:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_