

Montana Tech Student Employee Wage Change Request

Student Name: _____ Student ID: _____

Department Index: _____

A raise may be granted to those students who have worked in the same capacity for at least two semesters, or who have assumed additional responsibilities, without a promotion to another classification. Raises must be justified by qualifications such as ability, education and/or experience. A note of justification stating qualifications such as ability, education and/or experience must accompany all requests before a wage change is considered.

Indicate action desired below and submit this form and the evaluation and justification to Enrollment Services. When action is taken, you will receive a copy for your files.

Current Wage: \$ _____

Wage Requested: \$ _____

Effective Date for Increase: _____/_____/_____
Month / Day / Year

**The Montana Tech Student Employee Evaluation form with justification must accompany this form for all request.
Incomplete forms will be returned to the Employer.**

Supervisor Name (Please Print)

Supervisor Signature

Date

FOR OFFICE USE ONLY:

Approved

Denied

Job Classification: _____ 1225 (NWS) 1226 (FWS) 1228(SWS) 1126 GTA 1127 GRA

Student Employment Representative

Date

Montana Tech Student Employee Evaluation

Student Name: _____	Student ID: _____	Original Start Date: _____
Department: _____		Job Title: _____
Year in School: <input type="checkbox"/> 1 st year Highlands <input type="checkbox"/> 2 nd year Highlands <input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> Post Bacc <input type="checkbox"/> Grad		
Duties: _____		
Justification for Increase: _____		

Please evaluate your student employee according to the traits listed below. All traits may not apply to each student because of the great diversity in the opportunities for student 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 mark "N/A."

	Unsatisfactory	Marginal	Average	Very Good	Outstanding
Integrity: Trustworthiness, honesty, and loyalty					
Dependability: Promptness and reliability in attendance					
Responsibility: Willingness with which work is accepted & performed					
Initiative: Ability to plan and direct one's own work					
Judgment: Ability to make sound decisions					
Cooperation: Ability to work with others in harmony					
Leadership: Qualities of understanding people & directing work of others					
Quality of Work: Degree of success in applying one's abilities to work					
Attitudes toward Work: Degree of enthusiasm with which one performs work					
Courtesy and Friendliness: Skills in expressing consideration and kindness toward others					
Personal Appearance: Neatness, cleanliness, appropriate dress & grooming					
Potentialities: Ability to meet & apply one's self to new situations					
Overall rating:					

Further Information or comments, as applicable: _____

Supervisor Signature

Date

Student Employee Signature

Date