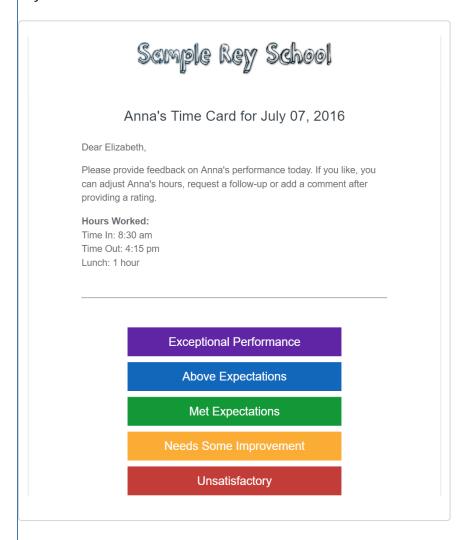
Supervisors - Providing Time Card Feedback

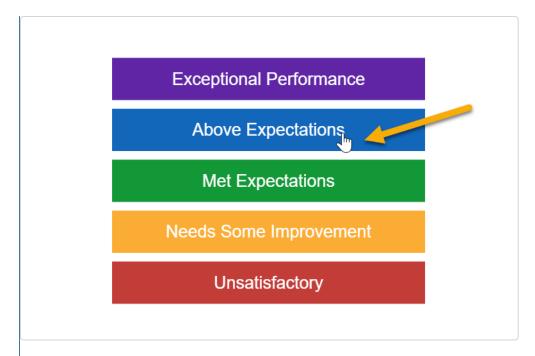
Step 1) Check your email

When a student completes his or her time card, you will receive an email asking you to provide a rating for the student, and feedback on the student's performance. Most students will complete their time card at the end of their work day.

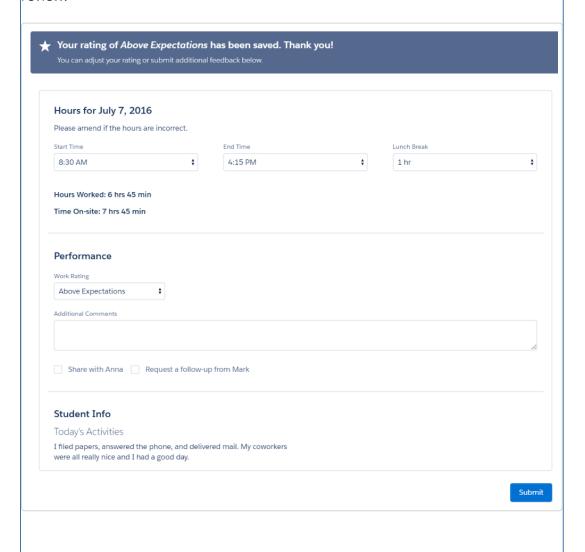


Step 2) Give the student a rating

At the bottom of the email, there is a rating scale. Give your student a rating for the day.



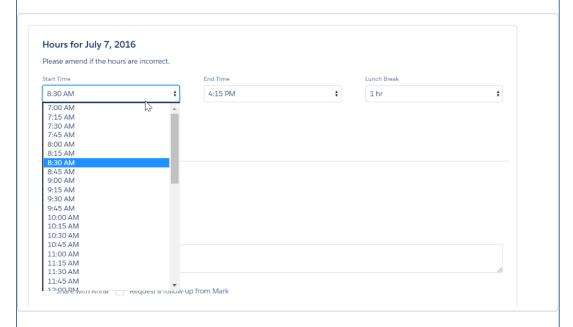
When you select a rating for the student, a new window will open with more options. The day's activities will be shown at the bottom of the screen for your review.



Step 3) Provide additional feedback

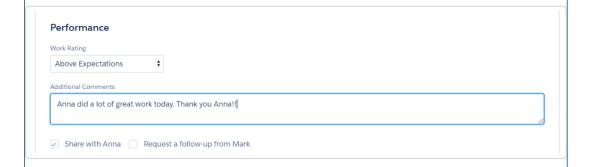
Section 1: Adjust the Time

If the times your student entered are incorrect, change them here:



Section 2: Performance Feedback

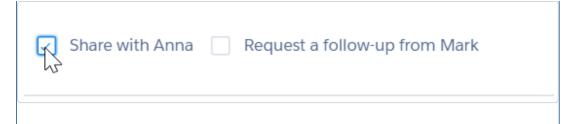
In this section, you can change the rating you gave the student and provide additional comments



Share with the student and Request a follow-up

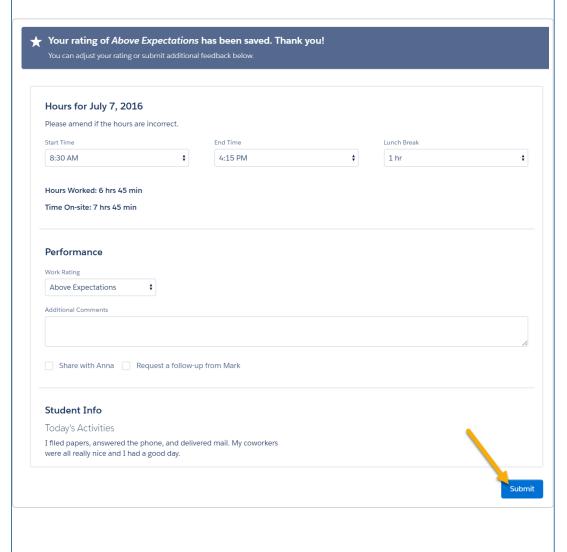
If you select the "Share with" box, your feedback will be emailed to the student when you submit the time card.

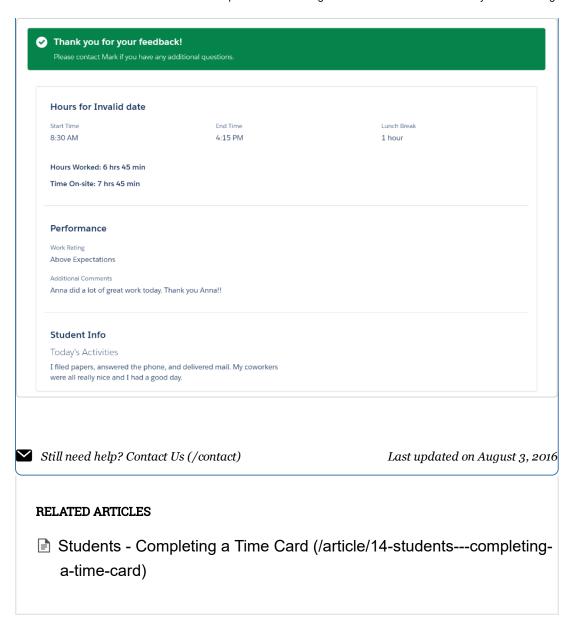
Checking the "Request a follow-up" box will let the Corporate Work-Study office know that you need to speak with them, and you will be contacted shortly.



Step 4) Submit your Feedback

Click "Submit" at the bottom of the time card. Thanks for your feedback!





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