

# 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.

**Sample Key School**

Anna's Time Card for July 07, 2016

Dear Elizabeth,

Please provide feedback on Anna's performance today. If you like, you can adjust Anna's hours, request a follow-up or add a comment after providing a rating.

**Hours Worked:**  
Time In: 8:30 am  
Time Out: 4:15 pm  
Lunch: 1 hour

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Exceptional Performance

Above Expectations

Met Expectations

Needs Some Improvement

Unsatisfactory

## 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.

★ **Your rating of *Above Expectations* has been saved. Thank you!**  
 You can adjust your rating or submit additional feedback below.

### Hours for July 7, 2016

Please amend if the hours are incorrect.

Start Time	End Time	Lunch Break
<input type="text" value="8:30 AM"/>	<input type="text" value="4:15 PM"/>	<input type="text" value="1 hr"/>

**Hours Worked: 6 hrs 45 min**  
**Time On-site: 7 hrs 45 min**

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### Performance

Work Rating

Additional Comments

Share with Anna    Request a follow-up from Mark

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### Student Info

Today's Activities  
 I filed papers, answered the phone, and delivered mail. My coworkers were all really nice and I had a good day.

# Step 3) Provide additional feedback

## Section 1: Adjust the Time

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

### Hours for July 7, 2016

Please amend if the hours are incorrect.

Start Time: 8:30 AM  
End Time: 4:15 PM  
Lunch Break: 1 hr

Start Time dropdown menu:  
7:00 AM  
7:15 AM  
7:30 AM  
7:45 AM  
8:00 AM  
8:15 AM  
8:30 AM  
8:45 AM  
9:00 AM  
9:15 AM  
9:30 AM  
9:45 AM  
10:00 AM  
10:15 AM  
10:30 AM  
10:45 AM  
11:00 AM  
11:15 AM  
11:30 AM  
11:45 AM  
12:00 PM

Share with Anna  Request a follow-up from Mark

## Section 2: Performance Feedback

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

### Performance

Work Rating: Above Expectations

Additional Comments: Anna did a lot of great work today. Thank you Anna!!

Share with Anna  Request a follow-up from Mark

## 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.



Share with Anna



Request a follow-up from Mark

## Step 4) Submit your Feedback

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

★ Your rating of *Above Expectations* has been saved. Thank you!

You can adjust your rating or submit additional feedback below.

### Hours for July 7, 2016

Please amend if the hours are incorrect.

Start Time

8:30 AM

End Time

4:15 PM

Lunch Break

1 hr

Hours Worked: 6 hrs 45 min

Time On-site: 7 hrs 45 min

### Performance

Work Rating

Above Expectations

Additional Comments

Share with Anna  Request a follow-up from Mark

### Student Info

Today's Activities

I filed papers, answered the phone, and delivered mail. My coworkers were all really nice and I had a good day.



Submit

**Thank you for your feedback!**

Please contact Mark if you have any additional questions.

**Hours for Invalid date**

Start Time	End Time	Lunch Break
8:30 AM	4:15 PM	1 hour

**Hours Worked:** 6 hrs 45 min**Time On-site:** 7 hrs 45 min**Performance**

Work Rating

Above Expectations

Additional Comments

Anna did a lot of great work today. Thank you Anna!!

**Student Info**

Today's Activities

I filed papers, answered the phone, and delivered mail. My coworkers were all really nice and I had a good day.

*Still need help? Contact Us (/contact)**Last updated on August 3, 2016***RELATED ARTICLES****Students - Completing a Time Card (/article/14-students---completing-a-time-card)**

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