



Tutor Timesheet

School or Program Name: Pay Period Begin Date:

Staff Member Name: Employee ID:

Week 1		Week 2	
Day	Hours	Day	Hours
Monday		Monday	
Tuesday		Tuesday	
Wednesday		Wednesday	
Thursday		Thursday	
Friday		Friday	
		Total	

Please evaluate your STEM Tutor based upon the past two weeks:

Attitude:
 1 fails expectations
 2 below expectations
 3 at expectations
 4 above expectations
 5 exceed expectations

Reliability:
 1 fails expectations
 2 below expectations
 3 at expectations
 4 above expectations
 5 exceed expectations

Quality of Work:
 1 fails expectations
 2 below expectations
 3 at expectations
 4 above expectations
 5 exceed expectations

Comments about this tutor:

I certify that the above information is correct (Type name for if sent electronically).

Supervisor: Date:

Please complete this form in its entirety and submit to STEM Club by hitting the submit button in the top right corner of the page. Please keep a copy for your records.