



CHICAGO STATE UNIVERSITY

Office of Human Resources

Testing Unit

9501 S. King Drive/ADM 203

Chicago, Illinois 60628-1598

Tel. 773.995.2040

TO: SUPERVISORS OF EXTRA HELP EMPLOYEES

FROM: HUMAN RESOURCES TESTING UNIT

RE: TESTING PROCEDURES FOR EXTRA HELP EMPLOYEES

In order for Extra Help Employees to be considered for taking a Civil Service test, please complete the three months Evaluation form on the following page.



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FOR SUPERVISOR USE ONLY

Extra Help
THREE MONTHS EVALUATION/TESTING CONSIDERATION

Extra Help Name

As Supervisor of the department of _____, I am submitting a performance evaluation for the Extra Help employee named at the top of this form.

Please check and rate accordingly (If Need Improvement is checked, must add comment)

Rating	Above Expectations	Meets Expectations	Needs Improvement *
1. Attendance			
2. Punctuality			
3. Performance			

Additional comments:

Supervisor Print Name

Signature

Date

Please fax directly to Testing at: (773) 995-2942

If 'Needs Improvement' is checked the employee must show improvement in thirty days and then reevaluated before the test is administered.