

Performance Evaluations

Policy/Procedure

The Student Employment office strongly recommends that department supervisors formally evaluate a student's work performance at least once per year. We encourage supervisors to give student employee(s) ongoing feedback about your work performance.

A performance evaluation is ***required*** in the following circumstances:

1. For all student employee(s) who supervise other student employees within a department.
2. Upon request by any student employee(s) within a department.

Evaluation forms will be used to summarize your performance over a definite period of time. Forms will not replace daily discussion and informal evaluations which normally occur between you and your supervisor.

Benefits of evaluations:

1. It encourages **Feedback** for both students and employers. Evaluations provide a structured format for the discussion of performance issues.
2. It enhances **Career Development** plans. Evaluations provide an opportunity for the discussion of career objectives.
3. It reviews **Performance History**. Evaluations provide a performance history which can be used regarding personnel decisions, including compensation.
4. It aligns with **Strategic Goals**. Evaluations provide an opportunity to view a student's performance in relation to the strategic goals of the College.
5. It outlines **Job Standards**. Evaluations provide an opportunity for clearer articulation and definition of performance expectations.

Evaluation Form:

Career Services: Student Employment: Performance Evaluations

Student Name:	Department:
Supervisor Name:	Supervisor Phone #:

Student Job Title:
Date of Evaluation:

Please rate the student in the following areas, with 3 being the highest possible rating.

3=Excellent: Performance is consistently beyond expectations and is consistently outstanding.

2=Satisfactory: Performance consistently fulfills expectations and at times exceeds them.

1=Needs Improvement: Performance does not consistently meet expectations, or is below expectations. Deficiencies should be addressed as noted in the performance appraisal.

<u>Job knowledge and Skills:</u> Demonstrates the required level of understanding of the purpose and objectives of the job.	1	2	3
<u>Quantity and Quality of Work:</u> Meets the established terms of the job which includes job duties, required experience, skills level, and supervision.	1	2	3
<u>Responsiveness and Dependability:</u> Can be relied upon to carry out job duties. Reacts well to changes in workload or priorities.	1	2	3
<u>Attitude and Teamwork:</u> Displays an attitude which positively affects the accomplishment of job duties. Works well with other students and staff.	1	2	3
<u>Communication skills:</u> Keeps supervisor and co-workers appropriately informed. Communicates well orally and written.	1	2	3
<u>Conduct and Attendance:</u> Display appropriate personal appearance and conduct. Has acceptable attendance and punctuality records.	1	2	3
<u>Overall Rating:</u>	1	2	3
<u>Additional Comments: (optional)</u>			

Student Signature:	Date:
Supervisor Signature:	Date:

Related Information

History/Revision Information

Responsible Office/Division:

Effective Date:

Last Amended Date:

Next Review Date:

Also Found In: Student Employment Handbook for Students