Student Employee Performance Evaluation

Performance evaluations are an integral part to a student's individual and professional development at Green River College. Although performance evaluations are not mandatory, they serve as an important tool that assists student employees in further developing their skills by highlighting their strengths and constructively identifying areas for improvement.

The performance review process serves as the foundation that allows supervisors and employees to discuss student employees' contributions toward the achievement of the departmental and Green River College's goals, clarify job expectations, ask for feedback, and make suggestions. The time spent in discussion signals to your employee that you are invested in his/her development.

Steps to Complete a Performance Evaluation

We encourage evaluations be administered mid-way through the academic year and again at the end of the spring quarter. To most effectively complete a student employee evaluation, follow these steps:

1) Establish a schedule for student employee evaluations.
2) Review the student employee's job description, including specific position responsibilities and requirements.
3) Complete the evaluation form for a student employee.
   Note: If desired, a department may create their own template or use the template provided through Student Employment.
4) Sit down with the student employee to review the completed evaluation form, constructively highlighting strengths and areas for improvement. Add additional written comments where necessary. (see Points of Discussion section)
5) Discuss future performance goals and objectives.

Retain a copy of the evaluation and give a copy of the evaluation to the student.

Points of Discussion

Although performance evaluations are a time for the supervisor to give the employee feedback, it should not be a one sided conversation. Discussion is necessary to motivate and encourage your student to continue to grow and develop. Engage your student in conversation by asking the following questions:

- What are you learning or do you hope to learn from this position?
- As your supervisor, what can I do to help you perform better?
- What are you learning in class that you can apply here at work?
- How does this job fit in with your academics or future career path?
- What do you like about this position?
- What skills or training would you like to be provided, to be more effective in your position?

The discussion that stems from these questions should help to develop performance goals and objectives for the future.

After the Evaluation

Follow up is an important part of the overall evaluation process. To prepare for the follow up conversation, think about the following:

Is your student an outstanding employee who meets or exceeds your expectations?

1. Discuss professional development opportunities.
2. Find out what motivates the employee and how you can retain the employee.
3. Work with your student to see if they can be a part of any projects or office initiatives.
4. Review progress that is being made towards goals that were established during the evaluation and give feedback.
5. Show appreciation for good performance. Employees like to be recognized for hard work. Be specific in which accomplishment you are complementing and why it was so important.

Is your student's work unsatisfactory and needing some improvement?

1. Be clear on expectations and what will happen if they are not met. If you don't meet X standards, Y will happen.
2. Don't bury negative feedback in between compliments because that could create a disconnect in what the employee hears.
3. Discuss how progress will be tracked.
4. Keep in mind the specific performance goals that were set during the evaluation and follow up in 2-4 weeks to see if progress is being made.
5. If progress is not being made, offer suggestions on how to improve.
6. Give feedback and ask if additional resources are needed.
7. Once performance has improved, and is consistent, then discuss future goals and additional responsibilities.

General Tips on Providing Effective Evaluations

- During an evaluation meeting, employers should cite examples of where the student has done well and areas where improvement is needed. If criticism is made, it should be done so in a constructive and supportive manner.
- An evaluation should be on the whole performance period, rather than the student employee's most recent performance. Focusing on the overall working period will allow an employer to more effectively evaluate an employee's long-term track.
- Do not avoid a previous evaluation if available. Previous evaluations are a great place to start the discussion; previous evaluations gauge an employee's improvements/drawbacks.
- Student employee evaluations should not be the first time students receive feedback from their supervisors. Dialogue should occur on a regular basis.
- Avoid focusing directly on an employee's personality. Instead, always emphasize behaviors or actions that represent the employee's personality. (For example, instead of commenting on the reliability of an employee, comment on what makes them reliable, such as their excellent attendance record, or ability to consistently complete tasks in a timely manner.
- Avoid comparing one employee to another employee. This can cause unhealthy competition among co-workers.

Student Employee Performance Evaluation

Name of Student:		Evaluation Date:	
Supervisor:			
Student Job Title:		Department:	
Employment Period:	(from: MM/DD/YYY – to: MM/DD/YYY)		

Use the following key to evaluate student employee's progress for the employment period being evaluated:
US (Un-Satisfactory) | **NI** (Needs Improvement) | **ME** (Meets Expectations) | **EE** (Exceeds Expectations) | **NA** (Not Applicable)

	status
Knowledge of Job Responsibilities: Performs work by following specified procedures/directions. Comments:	
Dependability: Reliable and prompt. Efficiently completes tasks accurately & thoroughly. Comments:	
Initiative: Ability to act on own, responsibility to accomplish needed work; resourceful. Comments:	
Aptitude: Quickly learns new work & retains training. Comments:	
Cooperation: Works in harmony with coworkers and supervisor. Comments:	
Leadership: Effectively problem-solves, communicates clearly. Comments:	
Attendance & Punctuality: Adheres to schedule. Comments:	
Professionalism: Respects departmental policies (i.e. appropriate attire, cell phone use, etc.) Comments:	
Confidentiality: Maintains confidentiality of departmental & student information Comments:	

Discussion Comments: Please use this area for comments on any additional topics related to this employee's performance covered in the discussion with the student employee.