

Student Employment Performance Evaluation Guidelines

1. Student Employee Self-Evaluation

Student employee supervisors should distribute the Student Employee Self-Evaluation form accordingly. You may choose to distribute the form to your student employees via email or print the forms for your student employees to complete by hand. Provide your student employees a deadline and a way to submit their completed forms (ie: submit via email, submit in person, etc).

Please note, the Student Employee Self-Evaluation process has been created to apply to as many student employment positions as possible. If you would like to update the Student Employee Self-Evaluation form to be more applicable to a specific job, you can find the template form [here](#). For further adjustments to the Student Employment Performance Evaluation process, please contact Claire Moore at studentemployment@up.edu.

2. Student Employee Supervisor Feedback Form

Once the student employees submit their forms, student employee supervisors should review all Self-Evaluation forms thoroughly.

- a. **Supervisors with 10 or less** student employees are encouraged to complete a Student Employee Supervisor Feedback Form and a 5-10 minute one-on-one performance evaluation for each student employee.
- b. **Supervisors with more than 10 student employees** are encouraged to complete the Student Employee Supervisor Feedback Form and a 5-10 minute one-on-one performance evaluation for junior and senior students.
- c. **For student employee timesheet approvers who do not directly oversee all of their student employees (ie: timesheet approvers for some faculty)**, we understand that individual performance evaluation and feedback forms are likely not possible. Please still distribute, collect, and review the Self-Evaluation form.

Supervisors are encouraged to complete the Feedback Form prior to the Performance Evaluation and utilize the form as the structure of the meeting.

3. Performance Evaluations

Supervisors should provide a way for your students to schedule the one-on-one meetings (ie: schedule via email, in-person, etc). It may be helpful to schedule these at the beginning or end of the student employee's shift.

Focus the performance evaluation on the Self-Evaluation Form the student employee provided and the content on the Supervisor Feedback Form. Discuss the student's strengths and areas for growth. Strengths or areas of growth may include: punctuality, attendance, creativity, attention to detail, taking initiative, problem solving, working independently, following directions, asking questions, efficiency, time management, etc. You can also use this performance evaluation to identify if the student employee is interested/able to continue in the role for the upcoming fall semester.

This is also an opportunity to ask your student professional development questions. For example:

- What learning opportunities has this position provided?
- Are there areas where you feel you need more training or support?
- How do you feel that this position and the student employment process has prepared you for work after graduation?
- Where do you see yourself as a working professional after graduation?
- How do you see yourself growing in this student employment role next year? (If applicable)

If you have concerns or questions prior to holding performance evaluations, please email studentemployment@up.edu for guidance.

3. Once all forms and performance evaluations are completed, please submit via email to studentemployment@up.edu. Student Employment will review the forms and upload them to the student employee's personnel file.