



# Student Employee Performance Review

STUDENT EMPLOYEE INFORMATION					
Name:	NLU ID #: <b>N00</b>				
Job Title:	Date:				
Department/ Agency:	Supervisor:				
Review Period:	to				
RATINGS					
	1 = Poor	2 = Fair	3 = Satisfactory	4 = Good	5 = Excellent
<b>Job Knowledge</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>					
<b>Work Quality</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>					
<b>Attendance/Punctuality</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>					
<b>Initiative</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>					
<b>Communication/Listening Skills</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>					
<b>Dependability</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>					
<b>Overall Rating</b> (average the rating numbers above)					
EVALUATION					
ADDITIONAL COMMENTS:					
GOALS (AS AGREED UPON BY STUDENT EMPLOYEE AND SUPERVISOR) :					
VERIFICATION OF REVIEW					
<i>By signing this form, you confirm that you have discussed this review in detail with your supervisor. Signing this form does not necessarily indicate that you agree with this evaluation.</i>					

Please Note, per [the Illinois Unemployment Insurance](#) guidelines, any work positions that are paid and classified as student employment, such as Federal Work-Study, College Employment, Graduate Assistant and Harrison Fellow, etc., are not eligible for unemployment compensation, once the position has ended. Participation in the Federal Work-Study program does not constitute bona fide National Louis University employment status. Therefore, when you are no longer participating in the student employment program, you would not be eligible to request or receive unemployment compensation.



STUDENT EMPLOYEE INFORMATION	
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Job Title:	Date:
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Review Period:           to	
Student Employee Signature:	Date:
Supervisor Signature:	Date:

### NLU Evaluation of Student Employees: Guidelines for Effective Use

A Student Employee Evaluation will be completed for each student at least once per year. Each evaluation should be used as a *learning tool* to assist the student in further developing their work skills and attributes, as well as to inform them of their performance.

- The student employee should be evaluated by his/her primary or direct supervisor, to ensure adequate feedback regarding his/her performance.
- A job description for the student employee must be attached and match the skills evaluated.
- The **Student Employee Evaluation** is designed to be modified to fit individual department and/or agency needs; both the “skills”, “attributes” and “descriptions” should reflect the requirements of the position.
- The supervisor must discuss the evaluation with the student and also must sign the original following the actual evaluation.
- It is required that evaluations be administered by the end of each year or submitted when student employment ceases.
- Supervisors may evaluate more often during the term if they choose to do so.

#### Suggestions on Providing an Effective Evaluation to a Student Employee:

- The overall purpose of the evaluation as well as the rating system should be explained to the student employee. The student employee should understand that receiving a “satisfactory” still meets expectations.
- The tone of the evaluation should be positive, encouraging, and open to dialogue.
- Supervisors should sit down with their student employee in a private area and review the evaluation, providing examples in areas where the student has done well and areas where improvement is needed. If criticism is made, it should be done in a constructive and supportive manner.
- Stress positive behavior and note improved activity whenever possible.
- It is suggested that a student should complete an evaluation of their performance prior to the meeting, and have it available to review; their ratings should be compared with their supervisor’s. The supervisor should provide their assessment while remaining open to the student’s comments.
- The supervisor and student should sign their name at the end of the form, following a discussion regarding possible further development of the student’s career goals.
- A copy of the evaluation should be given to the student, as well as retained by the supervisor, and the Student Employment Coordinator. All forms should be kept in the student employees file.

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