

Student Employee Performance Evaluation

Guidelines for the Student Employee Performance Evaluation

A **Student Employee Performance Evaluation** form should be completed on every student employee at least once per semester. Every evaluation is a *learning tool* to assist the student in further developing their work skills and abilities, and functions as an indicator of current job performance and expectations.

- A student worker will be evaluated by his/her primary supervisor to ensure the student receives adequate and direct feedback regarding his/her performance. However, it is the discretion of the supervisor's Department Chair or Cabinet member to decide who should conduct the evaluation.
- During the semester, it is required that evaluations be administered by the end of that term, except for the following situations: one time pays, assistantships, student employees hired after November 1 (fall term) or after March 15 (spring term). Supervisors may conduct a performance evaluation more than once during a semester if they choose to do so.

How to provide an effective performance evaluation

- Supervisors should sit down with their student employee in a private area and to review the evaluation. The overall purpose of the evaluation, as well as the rating system at the top of the evaluation, should be explained to the student before discussing the evaluation itself.
- The tone of the evaluation should be positive, encouraging, and open to dialogue. You should cite examples of areas 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 on their performance beforehand and bring it to the meeting; 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 evaluator. All forms should be kept in a secure place.



University of South Carolina Upstate
Student Employee Performance Evaluation

Instructions: Please evaluate the student employee for each criterion shown below. If the section does not apply, or if you lack sufficient information, please check the column "Not Applicable."

Student/Employee Information

Name of Student	
Department	Review Period: From: To:
Student's Job Title	Classification Level Exceptional <input type="radio"/> Successful <input type="radio"/> Unsuccessful <input type="radio"/>
Brief Description of Duties:	

Performance Factors

Duties	Exceeds Expectations	Meets Expectations	Does Not Meet Expectations	Not Applicable
DEPENDABILITY & COOPERATION Trustworthy, punctual, reliable, responsible; able to work well with fellow employees, supervisor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
QUALITY OF WORK Work is accurate, thorough, and acceptable; uses materials and time economically; eager to improve.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WORK PERFORMANCE Has ability to do a comparatively large amount of work of above-average quality; has ability to work under pressure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PROFESSIONALISM Dresses appropriately for the position; demonstrates self-control; poised; has ability to make sound decisions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ATTITUDE TOWARDS WORK Is courteous, cheerful, interested; willing to work at difficult or disagreeable tasks; takes instructions cheerfully.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MOTIVATION/ INITIATIVE Is motivated to finish work on time or properly; takes initiative to start new tasks, come up with ideas, or finish work creatively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Overall Assessment

Additional Comments (strengths, weaknesses, ways to improve, goals for next semester):
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This evaluation has been explained to me and I understand the contents. I also understand that my signature does not necessarily indicate my agreement with the above evaluation.

Signature of Employee:	Date:
Signature of Supervisor:	Date: