**INSTRUCTIONS FOR SUPERVISORS**

**Why should student employees receive performance evaluations?**

Performance evaluations for student employees are an integral part to a student’s individual and professional development at Nazareth University. Evaluations are an important tool that assists student employees to identify growth opportunities and to prepare the student for their career. Supervisors and their employees should:

* Discuss student employees’ **contributions** toward the achievement of departmental and University goals and objectives
* Clarify **job** **expectations** as necessary
* Ask for feedback and set goals
* Discuss future **career goals** and opportunities if appropriate
* **Recognize students** for exceeding expectations

The time spent in discussion with the employee about their performance and future goals signals your personal investment in your employee’s development.

**Steps to Complete a Performance Evaluation**

As practical, evaluations should occur at the end of each academic semester (fall and spring).

1. Establish a schedule for student employee evaluations
2. Review the student employee’s job description, including specific position responsibilities and requirements
3. Using a template (sample below), complete the evaluation form for a student employee
4. Allow time for student input and reflection
5. Discuss future performance goals and objectives
6. The supervisor and student should sign their name at the end of the form documenting that a face-to-face discussion took place
7. Retain a copy of the evaluation and also give a copy of the evaluation to the student
8. Follow up with the student if needed

**Points of Discussion**

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?
* How does this job fit in with your academics or future career path?
* What do you like about this position?
* What is not working and how can we improve it?
* What skills or training would you like to be provided in order to be more effective in your position?

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

**Student Employee Evaluation Form**

Effective evaluation of job performance is an on‐going process. This form is to review progress toward meeting job expectations. The purpose of the appraisal is to identify growth opportunities and to prepare the student for their career. These competency areas are partially based upon the National Association of Colleges and Employers (NACE) Career Readiness Standards.

**Employee Name [Printed] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor Name [Printed] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Position Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Evaluation Period \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PERFORMANCE RATING CATEGORIES AND DEFINITIONS**

**5 Exceptional** – Ideal employee, completely competent

**4 Above Average** – Compared to the work group, performance is better than most

**3 Solid Performance** – Does what is required at an expected level

**2 Below Average** – Compared to the work group, performance lacks in several areas

**1 At Risk** ‐ Employee is at risk of termination, immediate correction and training needs to be followed

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | 5 | 4 | 3 | 2 | 1 | N/A |
| **Knowledge and Skills**  Understands the requirements of the position and performs all necessary tasks. Prioritizes work and applies organizational skills. |  |  |  |  |  |  |
| **Career Management**  Treats current position as a learning opportunity for future career. Can identify skills gained that will increase career readiness. Understands how to appropriately self-advocate in the work place. |  |  |  |  |  |  |
| **Professionalism**  Accountable for work habits including punctuality, productivity, and time management. Understands non‐verbal communication and professional work image. Acts responsibility and ethically. Maintains confidentiality. |  |  |  |  |  |  |
| **Critical Thinking/Problem‐Solving**  Exercises sound reasoning to analyze issues, make decisions, and overcome problems. The employee is able to obtain, interpret, and use knowledge, facts, and data. |  |  |  |  |  |  |
| **Oral/Written Communication**  Articulates thoughts and ideas clearly and effectively to persons inside and outside the organization. The individual is able to communicate effectively and is able to express ideas. |  |  |  |  |  |  |
| **Teamwork/Collaboration**  Able to work in a team structure and can negotiate and manage conflict. Builds collaborative relationships with colleagues and customers representing diverse cultures, lifestyles, and viewpoints. |  |  |  |  |  |  |
| **Information Technology Application**  Uses appropriate technology to accomplish a given task. Is able to use and apply the technology used within the position. The student employee understands when it is appropriate to use personal technology such as cell phones. |  |  |  |  |  |  |
| **Leadership**  Leverages the strengths of others to achieve the goal of the organization. Coaches and motivates others; able to organize, prioritize, and delegate work. |  |  |  |  |  |  |

**Employee Voice**

**1. What are your career goals after Naz? How is this job preparing you?**

Employee Comments Supervisor Comments

**2. What could we do, as your employer, to help you improve your skills or knowledge?**

Employee Comments Supervisor Comments

**3. Overall, what parts of the job do you enjoy the most?**

Employee Comments Supervisor Comments

**4. What is one professional skill you would like to grow/improve in while working in this position?**

Employee Comments Supervisor Comments

**5. How can I (your supervisor) be a better supervisor or manager?**

Employee Comments Supervisor Comments

**ACTION PLAN**

**Supervisor**

Please list any items for follow‐up including training opportunities, additional responsibility, or notes.

**Employee**

I agree with this performance evaluation

I disagree with this performance evaluation

SIGNATURE (supervisor): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE (student employee): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_