

## **FEDERAL WORK-STUDY EVALUATION**

### **Guidelines for the Student Employee Performance Evaluation**

#### **The importance of the evaluation process:**

Performance evaluations for FWS student employees are an integral part to a student's individual and professional development at CSUSB. Performance evaluations serve as an important tool that assists FWS 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 departmental and University goals and objectives, clarify job expectations, provide feedback, and make suggestions.

#### **Steps to complete a Performance Evaluation:**

1. Establish a schedule for FWS student evaluations between May 1- May 31
2. Review the FWS employee's job description, including specific position responsibilities
3. Complete the evaluation form for the student employee
4. Meet with the student to review the completed evaluation form, constructively highlighting strengths and areas for improvement. Add additional written comments where necessary
5. Discuss future performance goals and objectives
6. The supervisor and student sign their names at the end of the form in agreement of the topics discussed and future goals
  - a) The student's signature does not indicate that he/she is in agreement with the evaluation
  - b) The supervisor's signature represents his/her assessment of the FWS student's performance based upon the supervisor's observation and review of the student's work
  - c) Give the student the original copy of the evaluation; retain a copy for your records and submit copy to Financial Aid and Scholarships/Work-Study by **Thursday, May 31, 2018.**

#### **Helpful hints on providing effective evaluations:**

Discussion is necessary to motivate and encourage your student to continue to grow, as well as addressing areas of improvement. Student employee evaluations should not be the first time students receive feedback from their supervisor. Dialogue should occur on a regular basis.

#### **If your FWS student is an outstanding employee who meets or exceeds your expectations:**

- . Discuss professional development opportunities
- . Find out what motivates the employee and how you can retain the employee
- . Work with your student to see if they can be a part of any projects or office initiatives
- . Give your student more responsibilities that will boost their resume
- . Review progress that is being made towards goals that were established during the evaluation and give feedback
- . Show appreciation for good performance

#### **If your FWS student's work is unsatisfactory and/or needs improvement:**

- . Be clear on expectations and what will happen if they are not met. For example, if you do not meet X standards Y will happen
- . If criticism is made, it should be done so in a constructive and supportive manner
- . Discuss how progress will be tracked
- . Keep in mind the specific performance goals that were set during the evaluation and follow up to see if progress is being made
- . If progress is not being made, offer suggestions on how to improve
- . Provide feedback and ask if additional resources are needed to succeed in their job
- . Once performance has improved, and is consistent, then discuss future goals and additional responsibilities

## FEDERAL WORK-STUDY STUDENT EVALUATION

### Student/Employee Information

Name of Student & Coyote ID #		Is the student eligible for rehire? YES      NO
Student's Job Title		Review Period: From: _____ To: _____
Department	Supervisor Name	Overall Rating: Exceptional <input type="radio"/> Successful <input type="radio"/> Unsuccessful <input type="radio"/>
Brief Description of Duties:  		

### Performance Factors

Duties	Excellent	Exceeds Expectations	Meets Expectations	Needs Improvement	Unsatisfactory
<b>DEPENDABILITY</b> Trustworthy, punctual, reliable, responsible, with respect to attendance, arrives to work on time and completes assigned tasks.					
<b>QUALITY OF WORK</b> Demonstrates accuracy, neatness and thoroughness in accomplishing assigned work.					
<b>JOB KNOWLEDGE AND SKILLS</b> Understands duties, responsibilities, and has the level of proficiency required to accomplish work.					
<b>CUSTOMER SERVICE</b> Is knowledgeable of position and is efficient when imparting this knowledge to students/employers. Provides quality customer service to internal and external customers					
<b>ADAPTABILITY</b> Accepts new assignments willingly. Responds well to changes in policy or process; integrates easily with new people.					
<b>COOPERATION/ TEAMWORK</b> Cooperates with other members on tasks, sharing responsibilities, and working towards common goals.					

### Comments:

Please describe the employee's strength and list other areas in which the employee excelled. Also, describe how the student job performance could improve.

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 Student:	Date:
Signature of Supervisor:	Date: