

5500 University Parkway San Bernardino, CA 92407 Sierra Hall 119 Tel: (909)537-5225

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# STUDENT EMPLOYEE & FEDERAL WORK-STUDY EVALUATION

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

### The importance of the evaluation process:

Performance evaluations for 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 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 student evaluations between May 1- May 31
- 2. Review the student 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 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 Student Employment (SH-119) by Friday, May 31, 2019.

# 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 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 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



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# STUDENT ASSISTANT EMPLOYEE EVALUATION

<b>Student/Employee Infe</b>	ormation						
Name of Student & Coyote ID # Student's Job Title			William No.				
			Was the student hired as Work-Study? YES NO				
			Review Period:				
			From: To:				
Department Supervisor N		ame	Overall Rating:				
			Exception	Exceptional O Successful O Unsuccessful O			cessful ()
Brief Description of Duties:							
<b>Performance Factors</b>							
Duties		Excellent	Exceeds		Meets	Needs	Unsatisfactory
DEPENDABILITY		2.100110111	Expectatio	ons Ex	pectations	Improvement	Clisationactory
Trustworthy, punctual, reliable, re	esponsible, with						
respect to attendance, arrives to w							
completes assigned tasks.							
QUALITY OF WORK							
Demonstrates accuracy, neatness a							
thoroughness in accomplishing ass	signed work.						
JOB KNOWLEDGE AND SKILLS							
Understands duties, responsibilities, and has the							
level of proficiency required to acco							
CUSTOMER SERVICE							
Is knowledgeable of position and is	s efficient when						
imparting this knowledge to stude Provides quality customer service t	nts/employers. to internal and						
external customers							
INTERPERSONAL SKILLS							
Willingness and ability to work wit	th others to						
produce desired goals.							
COOPERATION/ TEAMWORE	K						
Cooperates with other members or	n tasks, sharing						
responsibilities, and working towards common							
goals.							
Comments:	1.( )	1.111		1 .1		11 1 41	1 11
Please describe the employee's the student job performance co	0	d list other ai	reas in whic	n the e	mployee e	xcelled. Also,	describe how
the student job performance co	dia ilipiove.						
This evaluation has been expla				nts. I al	lso unders	tand that my	signature does
not necessarily indicate my agre	eement with the	e above evalua	ation.	D-1-			
Signature of Student:				Date:			
Signature of Supervisor				Date:			
Signature of Supervisor:				Date.			