PERFORMANCE EVALUATION GUIDELINES

Purpose of Performance Evaluations

The performance evaluation can serve as a basis for professional development and be a valuable tool in:

- Encouraging and improving communication between the employee and the supervisor
- Discussing deficiencies openly and establishing methods for overcoming each deficiency
- Motivating employees by recognizing contributions
- Assessing the level of goal achievement
- Setting future performance goals and objectives
- Clarifying the employee’s role in the success of the office or department

Additionally, the time you spend in discussion with the employee about his/her performance signals to your employee that you are interested in his/her development.

Performance Evaluation Process

Step 1
At the supervisor’s discretion, the supervisor should complete a yearly Performance Evaluation for student employees he/she supervises directly. Forms are available in the SEO office or under Public Folders (PF → APF → PI → SEO Forms).

Step 2
The supervisor and employee meet to discuss the Performance Evaluation. Prior to signing the form, the employee may include a written response if desired. Both the employee and supervisor must sign the evaluation.

Step 3
The Performance Evaluation is sent to the Student Employment Office for processing. Be sure to complete the appropriate box for the pay recommendation. However the true purpose of the evaluation is not related to a merit increase.

Step 4
Student Employment Office will process the pay increase, if recommended, providing the student employee has been in your department and in their position for a minimum of one year, and based on the student’s rating scale and the supervisor’s recommendation due to budget allocation limitations. The evaluation will be placed in the student’s file in the SEO office.

Avoiding Performance Evaluation Pitfalls

The following guidelines should be used in conducting a periodic performance evaluation:

- Base the evaluation on the whole performance period, rather than the employee’s most recent performance.
- Do not allow irrelevant or non-job-related factors to influence the evaluation.
- Be constructive in your comments and include both favorable and unfavorable observations.