DELIVERING A PERFORMANCE EVALUATION TO YOUR STUDENT EMPLOYEE

A performance evaluation is a great opportunity to reflect on the progress your student employee has made, and provide each student with valuable, developmental feedback. Along with an updated evaluation form, Student Life Human Resources has outlined the following best practices to ensure you and your student employee get the most out of the performance evaluation process.

Evaluation Best Practices

- **Give a timely notice.** Be sure to give your students at least a week notice that their performance evaluation is scheduled. Let them know anything they should do to prepare for the conversation.

- **Complete the evaluation form thoughtfully.** Although the form is designed to be efficient for supervisors, be thoughtful in your rating selection and comments. Remember to consider the entire evaluation period and not just the last few weeks.

- **Prepare questions for your student.** Before delivering the evaluation, consider what questions you may be able to ask your students to help them reflect on their performance and how they might like to move forward in their job. The questions on the back of the SLHR evaluation form can be used to discuss goals and general reflections.

- **Explain the layout of the evaluation form.** Before discussing your student’s performance, explain how the evaluation form works. As an example, be sure your students understand that a rating of “successful” means they are doing everything they should be. It may be helpful to refer to the evaluation rubric, and even share this form with your student employee. *See the second page for instruction on using the evaluation form.*

- **Walk through the evaluation.** Explain each component of the evaluation with some detail of why you selected the ratings you chose. Give credit where credit is due, and think through how you might deliver constructive feedback on the lower rated sections.

- **Allow time for questions.** After you explain your chosen ratings, allow the student time for questions. Be sure to let them know you are always open for discussing the evaluation as they have time to consider it. Many students may not think of questions until after the conversation has finished.

- **Be consistent.** Ensure you are evaluating each student in the same position to the same level of standard. Also be consistent in how often you deliver evaluations to each student.
COMPLETING THE STUDENT EMPLOYEE EVALUATION FORM

1. **Select the correct form.** If your student employee has supervision of other student employees in their job description, then use the “Student Manager Evaluation Form”. Otherwise, just use the standard “Student Employee Evaluation Form.”

2. **Student Information.** Be sure to complete this first section as SLHR will need this information to process any merit changes.

3. **Job Specific Knowledge and Skills.** In the first box below this title, type in a summary of the student employee's core job duties. You can also copy this summary from the student’s job description and paste it directly into the formula bar. *Tip: If you have several students with the same job description, just do this once and then save a local copy onto your computer before filling in any other information.*

   To evaluate the student on their performance of these core job duties, select a rating that best describes how the student carried out these job duties. The rating box is on the right side of the sheet just below the position description. Once you select a rating, the definition of that rating will populate to the right of the chosen category.

4. **General Skills Evaluation.** For this section, choose a rating for each of the five general categories that best describes your student employee’s performance of that general skill. Once you select a rating, the definition of that level of performance will populate next to your selection.

5. **Summary Section.** After you have selected all six ratings, a summary rating will automatically appear in the “summative rating” box. This rating is weighted 50% on your selection for “Job Specific Knowledge and Skills” and 50% on your selections for “General Skills” (at 10% for each of those five ratings). Remember, your job is not to try to make a specific summative rating appear, but rather to evaluate each specific section as honestly as possible.

6. **Second Page.** The second page has space to discuss previous and future goals, opportunities for development, as well as summary comments for both supervisor and employee. Please take time to discuss these sections with your student if possible and consider asking some of your own questions as well.

7. **Processing Wage Increase.** Decisions on merit increases are made at the departmental level. If you would like to provide your student with a merit increase, ensure all first page information is completed accurately and send this page to slhr@osu.edu. Information regarding timeline for this process is in the footer of page one on the evaluation form.