

**Evaluation of Student Employees: Guidelines for Effective Use**  
**Westminster College, Fulton, MO**

A **Student Employee Evaluation** will be completed on every student at least once per semester. Every evaluation will be used as a *learning tool* to assist the student in further developing their work skills and attributes, as well as to let them know where they are performing well.

- A student worker will be evaluated by his/her primary supervisor, with or without this employee's direct supervisor, to ensure that the student receives adequate direct feedback regarding his/her behavior. However, it will be up to the discretion of the Department Director, Department Chair, or Cabinet member to decide who should conduct the evaluation.
- A job description should be previously shared with the student and match the skills evaluated.
- The **Student Employee Evaluation** is designed to be modified to fit individual departments' and/or offices' needs; both the "skills", "attributes" and "descriptions" should reflect the requirements of specific positions. An electronic version is available for modification.
- Second-line managers (i.e., Director, Cabinet member or Dept Chair) should approve the proposed evaluation (in general terms) prior to the supervisor's discussion with the student and should sign the original following the actual evaluation.
- During the semester, it is required that evaluations be administered by the end of that term. Supervisors may evaluate more often during the semester if they choose to do so.
- Supervisors are required to attend a training session regarding the administration of this evaluation as an effective learning tool for the student and as an enhancement to the supervisory process. These will be held on a yearly basis for all new supervisors of student employees.

**Suggestions on Providing an Effective Evaluation to a Student Employee:**

- The overall purpose of the evaluation as well as the rating system at the top of the evaluation should be explained; the student should understand that receiving a "satisfactory" still meets expectations. The tone of the evaluation should be positive, encouraging, and open to dialog.
- Supervisors should sit down with their student employee in a private area and go over the evaluation, citing examples of where the student has done well and areas where improvement is needed. If criticism is made, it should be done in a constructive and supportive manner.
- Stress positive behavior and note improved activity whenever possible.
- It is suggested that a student should complete an evaluation on their performance beforehand and bring it to the meeting; their ratings should be compared with their supervisor's. The supervisor should provide their assessment while remaining open to the student's comments.
- The supervisor and student should sign their name at the end of the form, following a discussion regarding possible further development of the student's career goals.
- A copy of the evaluation should be given to the student, as well as retained by the evaluator, second-line supervisor, and Human Resources. All forms should be kept in a secure place.