GUIDELINES FOR STUDENT WORK STUDY EVALUATION FORMS

Why Should Student Work Study Employees Receive a Performance Evaluation?

Performance evaluations for student work study employees are an integral part to a student’s individual and professional development at Northern. Evaluations serve as an important tool that assist student work study employees in further developing their skills by highlighting their strengths and constructively identifying areas for improvement. A Student Work Study Employee Evaluation form should be completed on every student at least once per academic year.

The performance review process serves as the foundation that allows supervisors and student work study employees to discuss his/her contributions toward the achievement of departmental goals, objectives, clarify job expectations, ask for feedback and make suggestions. The time spent in discussion with student work study employee about his/her performance signals to your employee that you are personally invested in his/her development.

Steps to Complete and Provide an Effective Student Work Study Performance Evaluation

We encourage departments on/off campus to evaluate their student work study employee(s) at least once per academic year, usually occurs during the spring term.

1. Establish a schedule for each student work study employee evaluations
2. Review the student employee’s job description, including specific position responsibilities and requirements
3. Using the template below, complete the paper evaluation form for a student employee.
4. Sit down with the student work study employee in a private area to review the completed evaluation form, constructively highlighting strengths and areas for improvement. Add additional written comments where necessary.
5. The tone of the evaluation should be positive, encouraging and open to dialogue. You should cite examples of areas 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.
6. Stress positive behavior and note improved activity whenever possible.
7. The supervisor and student should sign their name at the end of the form in agreement of the topics discussed.
8. Retain a copy of the evaluation and also give a copy of the evaluation to the student.
9. Submit original to the Financial Aid Office to be placed in secure location