

SWEET BRIAR COLLEGE

Employee Performance Evaluation form

Sweet Briar College ♦ Human Resources Office ♦ Campus Student Employment

Directions for use

The performance evaluation is an integral part of every employment position. When thoughtful time is invested in the process, evaluations are a valuable tool: 1) in developing the student employee, 2) for the supervisor to provide and receive feedback, and 3) to assist in strengthening the work environment.

Not only is the evaluation important to the current employment position but also for future career positions. Every position in the job market has some form of performance evaluation. Employers have performance expectations that need to be met by their employees. These expectations may come directly from the head of the organization or as goals set by the individual employee. It is crucial that an understanding of this process is started early in a student's employment career. By utilizing performance evaluations, students gain an understanding and exposure to what will be expected in the work place after college.

Please share the evaluation with your student employee, requesting her/him to complete it first. Schedule a time when you may meet together to review and discuss the evaluation.

Please evaluate the student employee according to the criteria below. You should discuss the evaluation with the employee and have the employee list their comments. If the employee is no longer working, the supervisor should prepare the evaluation and indicate under comments that the student did not participate.

Employee performance is evaluated once during the academic year, and/or upon employment termination. After both the supervisor and the employee have reviewed and signed the form, provide the employee with a copy, and submit the original form to the Campus Student Employment office in Human Resources.

In dealing with students whose performance is substandard, supervisors or department heads should proceed as follows:

- Talk with the student promptly. Specify which aspects of her behavior are unacceptable, and detail what she must do to reinstate herself as an employee in good standing. Document the conversation on the Employment Evaluation form and/or Corrective Action Notice.
- If the misconduct continues and is severe enough to warrant a written warning or termination, the supervisor/department head should review the student's work history and previous recorded contacts. The department head should complete a Student Employee Evaluation Form to notify the student that she is in danger of being terminated, and to specify what she must do to reinstate herself as an employee in good standing. The department head must give the student a copy of the Student Employee Evaluation Form and keep the original.
- If the misconduct persists and termination is warranted, the department head should complete the Student Employee Evaluation Form, give a copy to the student, and return the original to Campus Student Employment, within the Human Resources office.
- The Student Employee Evaluation Form must be completed at the end of the student's employment.

Student Employment Performance Evaluation
Sweet Briar College ♦ Human Resources office

Please check all categories that apply

Performance Evaluation	Employee Warning	Student Initiated Termination	Supervisor Initiated Termination
___ End of Year	___ First Warning	___ Academic reasons	___ Did not meet terms of employment
___ At termination	___ Written (2nd Warning)		___ End of Year

Name		Student ID #	
Job Title		Position #	ST
Department		Supervisor	

	0 = Unable to Evaluate/NA	1 = Needs Improvement	2 = Meets Expectations	3 = Above Expectations	4 =Far above Expectations
QUALITY AND QUANTITY OF WORK How accurate is student's work? Does it meet acceptable standards? Are assignments completed as scheduled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>					
ATTITUDE TOWARDS WORK Is the student enthusiastic, diligent, interested and courteous? Willing to take on difficult or disagreeable tasks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>					
DEPENDABILITY How reliable is the student in performing work assignments and carrying out instructions? How much supervision is required? How responsible is the student toward assigned work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>					
INTERPERSONAL COMMUNICATION Does the student work effectively with others (supervisors/peers)? Is the student tactful and diplomatic when dealing with office patrons/visitors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>					
INIATIVE AND RESOURCEFULLNESS Does the student see things to be done and then take action? Does the student offer suggestions for improved methods of operations? Is the student well organized? Does the student actively learn new skills and knowledge about her job?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>					
ATTENDANCE AND PUNCTUALITY How faithful is the student in reporting to work and staying on the job? Does the student notify supervisor when unable to report to work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>					

Comments on overall performance:

By signing this form, you confirm that you have discussed this review in detail with your supervisor. Signing this form does not necessarily indicate that you agree with this evaluation.

Employee Signature		Date	
Manager Signature		Date	

CSE USE ONLY: Termination Effective _____ Banner updated _____ CSE initials _____
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