

Reviewing your student employee’s work performance is optional, but recommended to assist students with their growth in professionalism and employability. For many students, this may be their first place of employment and they may not be self-aware of their work practices. Providing feedback is a valuable way to ensure they have a clear understanding of workplace expectations, which will help them in their career journey.

It is recommended to review a student employee’s performance at the end of their position, which for most is at the end of the semester. Reviews can be informal or formal meetings to review how they met expectations.

Recommended Areas to Review:

<p>Punctuality & Reliability: Ready for work, stays entire shift, communicates scheduling, gives advance notice or calls out appropriately.</p>
<p>Productivity: Completes tasks fully, takes initiative to start work, positively contributes to the team, collaborates well with others.</p>
<p>Communication: Uses appropriate and effective communication with supervisor, staff, peers, and customers. E-mail and digital communication is professional.</p>
<p>Follows Department/University Policies: Completes trainings and timesheets on-time, follows campus code of conduct, in compliance with safety and other rules or regulations.</p>
<p>Position Knowledge: Knows relevant service areas, staff members, and basics of the office. Actively working to learn and retain new information.</p>
<p>Adaptability: Appropriately handles changes and applies problem solving ability. Handles conflict well or is sensitive to the needs of their audience.</p>

While not required, we hope you take the time to tell your students how they did well or how they could improve through constructive feedback to assist them in their future employment!