**Student Employee Performance Evaluation**

**Overview:**

This Performance Evaluation is an optional resource available to employers of hourly student employees at Princeton University. Employing departments may use the form as-is or customize it to fit their departmental needs.

In some cases, it may not be feasible to evaluate every student employee within a department. To ensure fairness, departments who utilize this evaluation should take care to administer it to each student employee in a particular role. For example, if there are five “front-line” workers in the department, the employing department should make sure all five workers in that role are evaluated, even if the department is unable to evaluate student employees in other roles.

This evaluation is intended primarily as a teaching and development tool. Since student employees do not receive performance-based raises, the evaluation process is not intended as a metric for compensation. The evaluation process can be used, however, to inform decisions around student employee retention and promotion.

**Process:**

Supervisors should provide a digital copy of the form (including the job description) to their student employee. The student employee should reflect in writing on their portions of the form, save a new copy of the document and return it to the supervisor. Taking into account the student employee’s reflections, the supervisor should add their own commentary. Finally, the supervisor and student employee should meet to discuss the evaluation together.

A completed, signed copy of the form should be provided to the student employee, and another copy should be saved by the supervisor. Student employees should be compensated for time spent to complete the form (whether during a lull in regularly scheduled business, or outside of normal work time). Completion of the form should not take more than one hour.

It is our hope that the strengths and areas for improvement covered in this evaluation will benefit student employees’ personal and professional growth.

**Student Employee Performance Evaluation**

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| **Appraisal Period (circle all that apply): Fall/Spring/Summer 20\_\_** |
| **Student Employee Name:****Job Title:** |  **Supervisor Name:** **Employing Department:** |
| **Role Description** - Supervisors, please provide the description in the space below. The description should match the one registered in the JobX portal: |

**Career Readiness Competency[[1]](#footnote-2) Evaluation:**

**Student and Supervisor Instructions-** Comment on each prompt, provide examples in the appropriate box, and select a rating.

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| **Professionalism and Work Ethic** – How have you demonstrated punctuality, productivity, client service and professional attire?   |
| **Student Comments and Self-Rating:** | **Excellent** | **Proficient** | **Needs Growth** | **N/A** |
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| **Supervisor Comments and Rating:** |[ ] [ ] [ ] [ ]
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| **Communication** –How well do you exchange ideas and perspectives with supervisors, coworkers and other University stakeholders? How receptive are you to supervisor feedback?  |
| **Student Comments and Rating:**  | **Excellent** | **Proficient** | **Needs Growth** | **N/A** |
|  |[ ] [ ] [ ] [ ]
| **Supervisor Comments and Rating:** |[ ] [ ] [ ] [ ]
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| **Critical Thinking** –How have you applied critical and/or creative thinking to identify or solve a challenge in this role?  |
| **Student Comments and Rating:**  | **Excellent** | **Proficient** | **Needs Growth** | **N/A** |
|  |[ ] [ ] [ ] [ ]
| **Supervisor Comments and Rating:** |[ ] [ ] [ ] [ ]
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| **Teamwork** – How have you demonstrated teamwork and/or taken advantage of opportunities to collaborate in this role?   |
| **Student Comments and Rating:** | **Excellent** | **Proficient** | **Needs Growth** | **N/A** |
|  |[ ] [ ] [ ] [ ]
| **Supervisor Comments and Rating:** |[ ] [ ] [ ] [ ]
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| **Technology** – How have you shown technological proficiency and/or leveraged new or existing techniques to enhance efficiency?  |
| **Student Comments and Rating:** | **Excellent** | **Proficient** | **Needs Growth** | **N/A** |
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| **Supervisor Comments and Rating:** |[ ] [ ] [ ] [ ]
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| **Leadership** – How have you recognized and developed strengths in yourself and others? How have your leadership qualities contributed to departmental goals? |

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| **Student Comments and Rating:** | **Excellent** | **Proficient** | **Needs Growth** | **N/A** |
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| **Supervisor Comments and Rating:** |[ ] [ ] [ ] [ ]
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| **Equity and Inclusion** – How has your work demonstrated equitable engagement with people from backgrounds different than your own? |

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| **Student Comments and Rating:** | **Excellent** | **Proficient** | **Needs Growth** | **N/A** |
|  |[ ] [ ] [ ] [ ]
| **Supervisor Comments and Rating:** |[ ] [ ] [ ] [ ]
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**Student Reflection (optional):** Use the space below to reflect on how what you have learned in this role applies to your academic and/or future career. If there are specific areas of improvement or goals you wish to realize, you may note those as well.

**Student Employee Feedback for Department (optional):**

Please share any opportunities for advancement within the department you would like to pursue. If you have feedback for your supervisor (comments on scheduling, level of support or training provided), please feel free to share that as well.

Top of Form

Bottom of Form

**Supervisor Summary:** Please summarize the student employee’s performance for the appraisal period. Note any specific areas where improvement is needed, along with steps the student employee should take to grow in these areas.

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| **Student Employee Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

1. The Career Readiness Competencies here come from the National Association of Colleges and Employers (NACE) - https://www.naceweb.org/career-readiness/competencies/career-readiness-defined [↑](#footnote-ref-2)