February 8, 2018

TO: Xavier Student Employee Supervisors

RE: **Student Employee 2018 Performance Evaluation Timeline and Instructions**

Below is detailed information that includes a timeline and instructions for the process for annual student employee performance evaluations. Supervisors should conduct an annual performance evaluation with each of their student employees by April 27th. As our Xavier community strives to graduate students who are career-ready, the [Student Employee Performance Evaluation Form](mailto:claryv@xavier.edu) includes rating categories which are in line with NACE career-ready competencies*.

**By March 15, 2018,** or at least one week prior to the scheduled evaluation, student employees will be required to complete and submit a self-evaluation. The link to the online self-evaluation form has been provided to all student employees via their Canvas Student Employment Course. Supervisors will automatically receive a copy of the student’s self-evaluation.

**By April 27, 2018,** supervisors should prepare for and conduct a performance evaluation with each of their student employees following the basic steps below:

- Schedule a time, ahead of time, with each of your student employees to meet privately for the performance evaluation. So that the student employee can prepare adequately to participate in their own evaluation, provide the student with a copy of their job description and ask the student to complete the online self-evaluation if they haven’t already done so.

- Complete the [Student Employee Performance Evaluation Form](mailto:claryv@xavier.edu) for each student employee. You’ll need to save a completed form separately for each student and print it out for your review with the student.

- Meet with each student to review their performance. Both the supervisor and the student should sign the form (supervisor’s copy) acknowledging that they met.

**By May 15, 2018,** Supervisors should submit a copy of each completed and signed evaluation form, along with any additional documentation to: Student Employment at claryv@xavier.edu or ML 1161.

As always, if you have any questions, let me know. Thanks, Vicki

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* Career readiness is the attainment and demonstration of requisite competencies that broadly prepare college graduates for a successful transition into the workplace. The career-ready competencies found on the student employee performance evaluations were identified by NACE through a task force made up of college career services and HR/staffing professionals and were based on extensive research among employers. [NACE Career Ready Competency Information](mailto:claryv@xavier.edu)

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