

Student Employee Performance Evaluation Timeline and Instructions for 2023-2024



Below is detailed information that includes a timeline and instructions for the annual process of student employee performance evaluations. Supervisors should conduct an annual*** performance evaluation with each of their student employees before or by April 26, 2024. As our Xavier community strives to graduate students who are career-ready, the Student Employee Performance Evaluation Forms include rating categories which are in line with NACE career-ready competencies*.

By March 15, 2024, or at least one week prior to their scheduled evaluation, student employees will be required to complete and submit an online self-evaluation form. The link to the online self-evaluation form is provided to all student employees via their Canvas Student Employment Course and an initial e-mail will go out to the student employees on Monday, February 12, 2024. Supervisors will automatically receive a copy of the student's self-evaluation when submitted. View the [Student Self-Evaluation Form](#) (to be completed and submitted by Student).

By April 26, 2024, supervisors should have prepared for and conducted 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 [Student Self-Evaluation Form](#) if they haven't already done so.
- Complete the Supervisor's Form [Student Employee Performance Evaluation Form](#) for each student employee. You'll need to save a completed form separately for each student.
- Meet** with each student to review their performance and discuss goals and their feedback.

By May 15, 2024, submit a completed evaluation form for each student, along with any additional documentation to Student Employment at claryv@xavier.edu.

** Career readiness is a foundation from which to demonstrate requisite core competencies that broadly prepare the college educated for success in the workplace and lifelong career management. [NACE Career Competency Information](#)*

***Supervisors may meet with students either remotely (zoom or phone) or in-person.*

****Although required performance evaluations are only once annually, informal evaluations and feedback should take place with each of your student employees and should be ongoing. Therefore, there should be no surprises to the student employee come annual evaluation time regarding their performance. During both informal and formal evaluations and feedback, remember to help your student employees reflect on the skills they are learning in their positions and how these skills translate to the work-world after college.*

For more information and questions, contact Vicki Clary at 745-4880 or claryv@xavier.edu. REV 2/10/2024