

Student Employee Performance Evaluation Timeline and Instructions for 2025-2026



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 30, 2026. 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 30 2026, OR at least a couple of days to one week prior to the student employee's scheduled evaluation, the students 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, March 16, 2026. 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 each Student Employee). In addition to the NACE competencies included on the Student Self Evaluation Form, also included are questions for the students related to the [Xavier GROW \(Guided Reflection on Work\) program](#). This is an initiative that helps student employees make meaningful connections between their campus job, their field of study, and their future careers. Xavier collects this information in order to demonstrate the learning that occurs through student employment.

By April 30, 2026, 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 download the form template and 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, 2026, submit a completed supervisor 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 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 3/12/2026