



STUDENT EMPLOYEE PERFORMANCE EVALUATION
LA SIERRA UNIVERSITY



Student Employee Performance Evaluation

Why should student employees receive performance evaluations?

Performance evaluations for student employees are an integral part to a student's individual and professional development at La Sierra University. Although performance evaluations are not mandatory, they serve as an important tool that assists student employees in further developing their skills by highlighting their strengths and constructively identifying areas for improvement.

The performance review process serves as the foundation that allows supervisors and employees to discuss student employees' contributions toward the achievement of departmental and University goals and objectives, clarify job expectations, ask for feedback, make suggestions, and possibly reward a student for exceeding expectations. The time spent in discussion with the employee about his/her performance signals to your employee that you are personally invested in his/her

After the Evaluation


Followup

Common Rating Errors

The Leniency Error

Giving everyone high ratings regardless of actual performance, in an attempt to avoid conflict or to make yourself look good.

The Central Tendency Error

Clumping or clustering all employees in the middle performance categories in an attempt to avoid extremes. Usually caused by a 

Rating Scale

All Core Behaviors may not apply to each student, therefore, if a category cannot be rated OBJECTIVELY, please select, "NOT APPLICABLE N/A".

Please rate the student employee's performance in the areas listed, using the rating scale below.

Rating Scale	
Exceptional Performance (EP)	Unique and exceptional accomplishments
Exceeds Expectations (EE)	Clearly and consistently goes above what is required
Meets Expectations (ME)	Consistently meets the requirements of the job in all aspects

Quality and Quantity of Work: Works effectively and efficiently. Results oriented and committed to quality through continuous process improvement. Eliminates ineffective activities and closes performance gaps. Anticipates and responds to customer needs. Monitors own performance and actively seeks feedback.

Comments:

Customer

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The following is used in

Summary:

Criteria	EP, EE, ME, MP, UP
Principal Responsibilities and Projects/Objectives	
Universal Core Behaviors	
Overall Average	

Signatures:

Student Employee Signature

Date

Supervisor Signature

Date

Student Employment Coordinator Signature

Date

(The student's signature does not necessarily mean agreement with the appraisal. It merely acknowledges that the employee has had an opportunity to discuss the appraisal with the supervisor).

PLEASE SEND THE COMPLETED FORM TO THE STUDENT EMPLOYMENT COODINATOR