

University of West Georgia-Student Employee Performance Appraisal

INSTRUCTIONS

These instructions are designed to guide Reviewing Managers and Student Employees through the Performance Appraisal process. The objectives of the appraisal process are: *Increased Communication, Improved Performance and Student Employee Development.*

1st STEP **PRE-PERFORMANCE REVIEW PERIOD** – The Reviewing Manager and the Student Employee should reach an agreement regarding the principal responsibilities of the position using the job description on the first day of employment for the student. It is recommended that the student employee signs off on the job description on their first day of employment.

2nd STEP **STUDENT EMPLOYEE SELF-APPRAISAL** – The appraisal process begins with the Student Employee evaluating his/her own performance and accomplishments related to the job responsibilities. The Reviewing Manager should send the employee the review form to give the Student Employee sufficient time to fill out the appraisal form during regular work hours. Manager should make sure that the Principal Responsibilities and Projects/Objectives is filled out prior to sending it to the student (this information will come from the job description). Once the Student Employee has provided a rating on each applicable category, he/she should return to the first page of the form and complete the “Overall Performance Rating” section. Since the Rating Scale is numerical, it is important the overall average is taken

3rd STEP **MANAGER’S EVALUATION OF STUDENT EMPLOYEE’S PERFORMANCE** – Once the Reviewing Manager receives the Student Employee’s completed self-appraisal, he/she should consolidate his/her own observations and findings. It is important for Reviewing Managers to begin this process prior to the scheduled performance appraisal meeting. They should anticipate possible questions that the Student Employee will ask and they should prepare complete, concise answers. Once the Reviewing Manager has completed his/her observations and findings, he/she should return to the first page of the form and complete the “Overall Performance Rating” section. Since the Rating Scale is numerical, it is important the overall average is taken.

4th STEP **PERFORMANCE APPRAISAL DISCUSSION** – At this stage, the Student Employee and Reviewing Manager meet to discuss the performance appraisal form and to set goals/objectives for the coming year. The parties should set aside at least an hour of uninterrupted time for the meeting. The meeting should be a two-way process where the parties review and discuss the Student Employee’s responsibilities, results and progress toward objectives and core behaviors. Strengths and weaknesses should be identified and discussed. The parties should acknowledge and discuss disparities in ratings where they exist and conclude with a final rating. Finally, if necessary, where ratings are below “meets requirements” (a rating of 2 or 1) a Performance Improvement Plan (that includes developmental goals and measurable outcomes) should be created in consultation with a Student Employment representative.

5th STEP **SIGNATURES** – At the conclusion of the meeting, if there were any corrections and/or adjustments made to the evaluation the manager should make those prior to both parties signing. If there are not any corrections to be made, both parties should sign the first page of the form. The signatures signify discussion of the performance appraisal. Each party should also receive a copy of the form for his/her records.

6th STEP **RETURN TO STUDENT EMPLOYMENT** – Page one of the review should be sent to Student Employment (Row Hall, 3rd Floor, West Wing). The original, completed performance appraisal form should be maintained with your student employee records. Any student receiving an overall rating less than a two should have their entire evaluation sent to Student Employment. Student Employment will work with the Supervisor on constructing a Performance Improvement Plan for the student

For questions related to the performance appraisal process and performance issues such as performance improvement plans or progressive discipline contact the Assistant Director of Student Employment at 678-839-6594.