Evaluations

Student Employment

Evaluation Best Practices: Student Employment

Establish clear performance criteria	Regular Feedback Sessions	Use Multiple Evaluation Methods
Set SMART Goals	Recognize Achievements	Provide Training & Development Opportunities
Encourage Self-Reflection	Document Performance	Address Performance Issues Promptly
Promote a growth mindset	Fairness & Objectivity	Review & Adjust as Needed

Clear Performance Criteria:
Starts with the Job Description

- A well thought out job description will include:

  - Job responsibilities
    - What will the individual be doing daily?

  - Key performance indicators
    - What does success in this position look like?

  - Goals in alignment with district mission & values
    - What is this position working towards?

  - Skills (hard and soft) needed for success
    - How can an individual be successful in this role?

Recruiting? Complete the recruitment form using these bullet points above to create a more productive recruitment request. Departments that use these suggestions in their job descriptions show a higher pool of qualified applications.

After the job description the communication & interview questions are important.

- Are their skills & qualifications relevant to the position? Even entry level/first time positions have some needs that not all applicants will be able to meet them every time.

- Does the applicant appear enthusiastic and eager to learn new skills?

- Did the candidate's communication style meet the needs of the department?

- Include problem-solving scenarios in the interview process – evaluate them.

- Ask questions about teamwork that asks them to explain collaborative processes. Determine if their understanding of collaboration would be effective in your department.

- Look at the application, resume and other materials needed for application – was there an attention to detail? Was it clear the candidate took time to prepare their materials?

- Inquire about initiative and proactivity – ask for an example of this.

- What motivates the candidate and what are their career goals?

- Was the candidate professional in appearance and were they punctual?

You are not alone on this campus! Reach out to Coordinator, Workforce Development to develop better interview questions for your department if you feel you need help. Talk to other supervisors of student employees.

Once hired:
Establish Feedback Across Multiple Methods

- **Establish regular feedback and check-in conversations which include:**
  - Constructive feedback & honesty
  - Areas of strength
  - Areas of improvement
  - Alignment of goals with district and department mission and values

Use Multiple Evaluation Methods:
- Self-assessments
- Supervisor assessments
- Objective performance metrics
- Verbal
- Written

Learning styles vary by individual, so offering multiple types of feedback is vital to understanding. What works for student "A" may not work for "B". While 200 & 600 hours evaluations are required, they should be the culmination of weeks & months of conversations.

Create SMART GOALS & Recognize Achievements

- How does your department celebrate successes?

  o Is there an established system acknowledging successes?

  o How do you know when a student employee has met their goal?

  o Do you talk about goals they have outside of the department such as career and education goals?

  o Do you tie goals back to district & department mission?
    - Are the goals beneficial to the student, the department and the district?

Specific

Measurable

Achievable

Relevant

Time-Bound

200 & 600 Evaluations

200 Hour

- Prior to 100-150 hours, focus on goal setting for each category with the new employee.
- Use this time to evaluate communication methods within your department to determine if adjustments need to be made
- Encourage self-reflection that yields SMART goals.
- Discuss professional development opportunities including visiting the Career Hub to meet with our group of professionals.

*Student Employee Salary Schedule has 3 steps. Steps 2 and 3 begin the payroll cycle AFTER all requirements have been met. Please complete the 600 hour as close to 600 as possible.

600 Hour

- Focus on the goals set during the 200 hour evaluation.
- Goals and objectives moving forward should focus on professional development and identified weaknesses.
- Use specific examples as much as possible in the comments section.
- These comments may be used in future interviews, resumes and more.

Training & Professional Development

Onboarding & Ongoing training

- Evaluate what this looks like in your department. If a new student employee started today:
  - How long would it take to learn their new position?
  - How long would it take to feel confident in their new position?
  - What types of training materials are present?
  - Do you know the skills necessary to train them or do you need to outsource?

Seminars, Workshops, Job Fairs and Career Development Services

- Encourage your student employees to attend all of these offered through the district
- Networking, networking and more networking while at SRJC will allow for an easier transition into their next steps

Work Experience or Internship Courses

- Encourage students to take this course if it's possible in their Ed plan
- It's a semester long deep dive into their strengths, weaknesses and goals
- 1:1 faculty connection helps with retention

Nobody wants to encourage our students to "leave", but we absolutely want to help them develop into their full potential and by encouraging ongoing training & professional development, we can help them get there. The short time they're with us can make a large impact on their career trajectory.

Document Performance & Evaluate Yourself as a supervisor

The 200 & 600 hour evaluations are required – but what are you doing in-between to communicate performance?

- Evaluate your system.
  - Are you completing every box on page 2 of this slide deck?
  - Is what you're doing now working for you and your student employees or is it "what we've always done"?
  - Are you self-reflecting on your supervisory skills? Is there anything you'd like to tune-up on?
  - Have you connected with other supervisors on campus to see what is working for them in their departments?
  - Did you forget to complete a 200 & 600 hour evaluation with your student employee?
    - (It's okay – it happens, now's as good a time as any to complete them).

Questions? We can help!

Questions from students:

Contact the Career Hub Front Desk:

Student Assistants

707-527-4329

careerhub@santarosa.edu

Questions from supervisors:

Contact Coordinator, Workforce Development:

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