

GW Student Employee Performance Review Guidelines

The Student Employee Performance Review is both an indicator of a student's current job performance and a learning tool to assist your student in enhancing their skill set. The performance review should be completed at the end of each semester or as needed throughout the semester. If the student's start date was after November 1st during the fall semester, or after March 1st during the spring semester, you can choose whether or not a review is necessary.

- The student's direct supervisor should complete the review to ensure that the student receives accurate and direct feedback.
- When determining which rating to assign, consider the following descriptions for the rating options:
 - Strength – Demonstrates and applies knowledge and skills to excel in a consistent and sustained manner. Applies knowledge by using facts and lessons learned.
 - Proficient – Demonstrates the sufficient level of knowledge and/or skills to perform effectively.
 - Needs Improvement – Demonstrates the need to improve to meet the requirements, or perform more consistently. Needs to develop by increasing knowledge or building skills.
- Allow the student time to complete their section on the review form.
- When the review is complete the supervisor and student should sign the document, the student should receive a copy, the supervisor should keep a copy for their records, and a copy should be sent to GW Student Employment.

Tips on Providing an Effective Performance Review

- Supervisors should discuss the performance review privately with the student.
- Explain the rating system and give examples that demonstrate why you chose each performance rating.
- The tone of the evaluation should be positive, constructive, and open to dialogue. Give specific examples or goals for the student to work on to improve their work performance.
- Invite the student to ask questions or raise concerns about the review and be open to honest feedback.
- Ensure that the conversation contains an appropriate balance of past performance and future goals for the student. Encourage the student to think about transferable skills even if his or her longer term career goals do not align with the regular content of the student employment position.

Student Employee Information	
Student's Name	Student's GWID:
Student's Job Title:	Department:
Review Period: From	To

Performance Rating

Communication-*Effectively communicates by phone, in person, and email with co-workers, customers, and their supervisor.*

<p>Reviewer Rating</p> <p>Strength <input type="checkbox"/></p> <p>Proficient <input type="checkbox"/></p> <p>Needs Improvement <input type="checkbox"/></p>	<p>Reviewer Comments</p>
---	---------------------------------

Job Skills/Technical Skills-*Demonstrates the knowledge and skills required to perform the job effectively.*

<p>Reviewer Rating</p> <p>Strength <input type="checkbox"/></p> <p>Proficient <input type="checkbox"/></p> <p>Needs Improvement <input type="checkbox"/></p>	<p>Reviewer Comments</p>
---	---------------------------------

Productivity & Quality of Work-*Delivers high quality work in a timely manner.*

<p>Reviewer Rating</p> <p>Strength <input type="checkbox"/></p> <p>Proficient <input type="checkbox"/></p> <p>Needs Improvement <input type="checkbox"/></p>	<p>Reviewer Comments</p>
---	---------------------------------

Teamwork-*Treats others with courtesy and respect. Contributes to the success of the team. Responds to suggestions and feedback.*

<p>Reviewer Rating</p> <p>Strength <input type="checkbox"/></p> <p>Proficient <input type="checkbox"/></p> <p>Needs Improvement <input type="checkbox"/></p>	<p>Reviewer Comments</p>
---	---------------------------------

Initiative-*Asks for additional projects, develops new ideas, and proactively seeks out opportunities.*

<p>Reviewer Rating</p> <p>Strength <input type="checkbox"/></p> <p>Proficient <input type="checkbox"/></p> <p>Needs Improvement <input type="checkbox"/></p>	<p>Reviewer Comments</p>
---	---------------------------------

Dependability-*Is trustworthy, punctual, reliable, and responsible.*

<p>Reviewer Rating</p> <p>Strength <input type="checkbox"/></p> <p>Proficient <input type="checkbox"/></p> <p>Needs Improvement <input type="checkbox"/></p>	<p>Reviewer Comments</p>
---	---------------------------------

Judgment-*Makes smart and educated decisions, escalating to supervisor as appropriate.*

<p>Reviewer Rating</p> <p>Strength <input type="checkbox"/></p> <p>Proficient <input type="checkbox"/></p> <p>Needs Improvement <input type="checkbox"/></p>	<p>Reviewer Comments</p>
---	---------------------------------

Professionalism-*Acts as a professional in the workplace by dressing appropriately, maintaining confidentiality, etc.*

<p>Reviewer Rating</p> <p>Strength <input type="checkbox"/></p> <p>Proficient <input type="checkbox"/></p> <p>Needs Improvement <input type="checkbox"/></p>	<p>Reviewer Comments</p>
---	---------------------------------

Overall Assessment: *Describe the key strengths of the student employee and identify opportunities and goals for growth. Use this section to note any special accomplishments or projects that have occurred during this period.*

Student Employee's Comments: *Use this section to note any major accomplishments that you have achieved and identify areas for growth. Consider new skills that you would like to build and how you and your supervisor support you in your professional development.*

Supervisor's Signature: _____ Date: _____

Student's Signature: _____ Date: _____

GW Student Employees' Work Experiences and the Link to Career Development

Student Employment at GW provides students the opportunity to earn money while in school and allows students the chance to consider their skills, interests, and values related to work; to explore career options; to learn about professional work settings, including teamwork, communications, organizational structure, relationship building and professionalism, and to reflect on their learning experience as a GW Student Employee.

All GW undergraduate students are strongly encouraged to focus on their career development early in their GW experience via the Center for Career Service's personalized Career Success Plan, a co-curricular program for undergraduates that facilitates their development of career competencies.

Many career competencies overlap with the Performance Rating Factors listed on the GW Student Employee Performance Review. Students are encouraged to make an appointment on Handshake with a Career Coach to develop a successful career plan.

