“SEE” - Student Employee Evaluation Program

Purpose:
Each year, colleges and universities employ thousands of students. These employment experiences, along with the supervisor-supervisee relationships, create rich opportunities for meaningful growth in a student’s learning and development.

The purpose of the SEE- student employee evaluation program is to:
- Set clear, attainable, expectations for our students
- Fill the need for an easy-to-use assessment strategy which measures the growth and learning of the large quantity of student employees in our university
- Promote a common language for success for both our students and staff, especially as it relates to the 5 C’s, the unit’s culture, and a unit’s policies and procedures
- Demonstrate how our university “Creates Community” and “Cultivates Leaders” through student employment

Developed as a tool to promote student learning as both leaders and citizens, the SEE program is a combination of the following standards and theoretical models:
- CAS
- Bloom’s Revised Taxonomy
- The United States Army Leadership Field Manual
- KSA competencies
- Ohio University 5 C’s

Instructions for Use

This instrument should be used to assess and evaluate student growth while employed by a college or university.

1. Upon hiring or start of quarter or semester, students should be offered an opportunity to review the SEE card and follow-up with any questions
2. Prior to first evaluation, supervisor should schedule a brief session with student to provide examples of the following:
a. What the 5 C’s, academic success, and knowledge, skills, and attitude might look like in action (include examples of what top 10% would look like from your experience)

b. Examples of how a student might meet, exceed, or not meet expectations in regards to the 5 C’s, academic success, and knowledge, skills, and attitude
   i. This is an opportunity to set a cultural standard, as well as to discuss minimal acceptable criteria for working in unit as determined by your policies and procedures

3. An optional evaluation may take place any time during the student’s first semester or quarter of employment within unit. This is recommended in order to provide a baseline for future growth and to set a standard for good supervisor-supervisee communication.

4. Students should be evaluated during the first week of each semester or quarter of employment. This offers a chance to review the student’s work, growth, and/or challenges in all areas from the prior semester or quarter.

5. A file containing all SEE cards should be created for each student and arranged chronologically so quantitative and qualitative changes may be tracked and measured.

6. At the end of the fiscal year, the supervisor should complete the SEE summary page, to summarize the students change through his or her employment experience.

For questions about this process, please contact: Kevin A. Smith at smithk3@ohio.edu
Institutional Appraisal of Student Affairs (Student Employee)

Comments (complete after filling out page 2)

________________________________________________________________________
Signature of Supervisor:
________________________________________________________________________
Student Employee Signature:
________________________________________________________________________
Student Employee Name:

N = Needs Improvement
S = Satisfactory
E = Excellent (exemplifies top 10%)

Comments: (complete on reverse side of form, any comments must be made on this side of form. Evaluation should be completed quarterly and discussed between supervisor and student.

The evaluation is a part of Ohio University Values (Creating Community), Academic Commitment, and Leader Excellence in all areas, especially as it relates to a student's academic, personal, and professional success.

Instructions and Explanations:

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