



“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

Student Employee Evaluation Form

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Instructions and Explanations:

The purpose of this evaluation is to provide our student employees with clear expectations and an assessment of progress towards excellence in all areas, especially as it relates to a student's academic, personal, and professional success.

The evaluation is in three parts: Ohio University Values (Creating Community), Academic Commitment, and Leader Knowledge/Skills/Attitude (Cultivating Leaders)

Complete the evaluation by filling out the reverse side of form. Any comments must be made on this side of form. Evaluation should be completed quarterly and discussed between supervisor and supervisee.

E = Excellent (exemplifies top 10%)

S = Satisfactory

N = Needs Improvement

Student Employee Name: _____

Date: _____

Student Employee Signature: _____

Signature of Supervisor: _____

COMMENTS: (complete after filling out page 2)

Sustain:

Improve:

Student Employee Evaluation Form

DEPARTMENT NAME HERE

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Ohio University Values - 5 C's (comments mandatory for all "no" entries. Comment on page 1)

Character: Demonstrates knowledge of personal values, ethics, and integrity as student employee and member of general community.

Yes / No

Civility: Demonstrates respect for others, a willingness to understand others' points of view, and exercises restraint while accepting criticism and in criticizing the views and actions of others.

Community: Demonstrates value for diversity and collaboration as well as commitment to team and common purpose of larger organization.

Citizenship: Demonstrates the desire to leave one's surroundings (people and organization) better than when found and engages in constructive action.

Commitment: Overall demonstrated commitment in exemplifying 5 C's (please circle)

E S N

Academic Commitment

Prior Quarter G.P.A.: Below 2.0 2.0 - 2.49 2.5 - 2.99 3.0 - 3.49 3.5 - 4.0

Rate G.P.A. compared to departmental standard: (if "N," identify agreed upon plan for improvement in comments section) E S N

Student's academic goals for current quarter are: _____

Student can be supported academically by supervisor with: _____

Leader Knowledge/Skills/Attitude (mark "E," "S," or "N" for each observed dimension. IMPROVE comments mandatory for any "n")

1. Knowledge <i>(cognitive)</i>	Technical: Possesses necessary knowledge to accomplish tasks and functions Conceptual: Demonstrates understanding of work-related knowledge and ideas	E S N E S N
	Communication: Displays good oral, written, and listening skills Problem-solving: Demonstrates ability to analyze, evaluate, and apply knowledge Planning: Develops detailed, executable plans which are relevant and attainable Interpersonal: Displays ability to work well with others; inspire and motivate	E S N E S N E S N E S N
2. Skills <i>(prerequisite to action)</i>	Learning: Seeks self-improvement and organizational growth; adapting and leading Motivating: Demonstrates leadership by inspiring and motivating others Developing: Invests adequate time and effort to creating a better organization Professionalism: Communicates professionalism through appropriate dress attire and punctuality	E S N E S N E S N E S N
	3. Attitude <i>(demonstrated action)</i>	E S N E S N E S N E S N

OVERALL NET ASSESSMENT (CIRCLE ONE)

E S N