



DePaul University – Career Center Student Employee Performance Appraisal – **INSTRUCTIONS**

These instructions are designed to guide **Reviewing Managers and Student Employees** through the **Annual Performance Appraisal process**. Using these instructions should enable all parties to achieve the objectives of the appraisal process: *Increased Communication, Improved Performance and Student Employee Development*.

- 1st STEP** **PRE-PERFORMANCE REVIEW PERIOD** – The Reviewing Manager and the Student Employee should reach agreement regarding the principal responsibilities of the subject position. The job description will be helpful at this stage of the appraisal process.
- 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. This self-appraisal should begin before the scheduled review date. Reviewing Managers should give the Student Employee sufficient time to fill out the appraisal form during regular work hours. 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 Student Employee portion of the section entitled “Overall Performance Rating.” This summative rating should reflect the Student Employee’s overall performance score. 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 begin consolidating 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. This summative rating should reflect the Student Employee’s overall performance score. 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 together and to set goals/objectives for the coming year. The parties should set aside at least an hour and a half 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. The parties should also look at prior goals and objectives that were set in the previous performance review. Strengths and weaknesses should be identified and discussed. The parties should acknowledge and discuss disparities in ratings where they exist. Furthermore, the Student Employee’s Career Development should be discussed and ways in which the Reviewing Manager can assist the Student Employee obtain these objectives. Finally, where necessary, an action or developmental plan (that includes developmental goals and measurable outcomes) should be created in consultation with a Student Employment representative in the Career Center.
- 5th STEP** **SIGNATURES** – At the conclusion of the meeting, the 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. The original appraisal is then forwarded to the second level reviewer for approval and signature, where appropriate. If the second level reviewer makes changes to the form, especially changes that impact the staff member’s ratings, another Performance Appraisal meeting should be held. In addition, the staff member should receive a copy of the revised form.
- 6th STEP** **RETURN TO THE CAREER CENTER** – The original, completed performance appraisal form should be returned to the Career Center, along with any other relevant attachments, as identified by the parties. Once the form is received by the Career Center, it is submitted to Employee Records to be placed into the Student Employee’s personnel file.