



Supervisor Tips and Tricks for Student Evaluations



Center for Career Development
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Ensuring you are providing valuable feedback, asking the right questions, and supporting your student employees can help them develop and be more career ready and also help them perform at a higher level within their role as a student employee!

Step-by-step Evaluation Process

**See semesterly evaluation timeline resource for evaluation timing*

1 Distribute self-evaluation to students to complete

Giving the opportunity for students to self-reflect and rate their own skill sets includes their perspective in the process and helps them identify potential barriers to their performance- it is important to ensure they have ample time to complete this and turn it in to you

2 Schedule an evaluation meeting

This can range anywhere from 15 minutes-an hour depending on how in-depth you'd like to reflect with your student. Ensure the student returns their self evaluation to you a few days in advanced of your meeting so you have time to review what they have self-rated and provide your own feedback based off your observations and also their self-ratings

During the evaluation

It is important to start with creating a welcoming environment! Your student may be nervous about being evaluated- make sure they know this is to help them be the best employee they can be and for you to better understand how they are doing!

- Start with reviewing the career competencies: ask the student what competency they feel they are doing really well, and what competency they feel they struggle with the most
- Review their short answer questions together- ask the student if there is anything specific they'd like experience working on (projects, programs, etc) and how you can help
- Ensure you provide space for the student to give feedback to you as a supervisor- be open to this feedback, acting defensive will close the door of communication for you
- Review your feedback with the student- utilize the BEAR method if you'd like
- Ensure you phrase any areas of growth positively and in a way that the student understands you are on their side and there to support their growth
- Have the student sign the evaluation, you sign as well, and thank them for their time

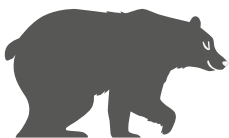
4 Immediately after

Photo copy the evaluation form and return it to your student- ensure you retain a copy for your records

5 Continued follow-up

Don't forget about this valuable conversation! Remember to help your students set goals. For example, if your student wanted to work on public speaking skills, provide them more opportunities to do so and then provide feedback! Ensure any commitments you made to providing support during the evaluation are kept or followed-up on.

Providing Feedback: The BEAR Method



(Harms & Roebuck, 2010)

Behavior- describe the specific details of what behavior needs to be adjusted

Effects- describe impact of the behavior or action

Alternative- what is the alternate behavior you would like to see the student exhibit

Result- what the result will be when alternative behavior is adapted