

On-Campus Student Employment PERFORMANCE MANAGEMENT CHECKLIST

This checklist is to serve as a guide in the performance management and mentoring of student employees. This is not an exhaustive list. Please remember to provide clear and consistent messages. The Office of Student Employment is here to help provide assistance, please let us know if you have any questions.

Upon Hire/at Appraisal

<i>Planning:</i>	
<input type="checkbox"/>	Establish goals and objectives at the start of the job, at each appraisal period and throughout the employment period.
<input type="checkbox"/>	Provide a clear picture of the student's role in the organization, department, and with goals of the department.
<input type="checkbox"/>	Break down the department goals to objectives and tasks that the student will need to complete or participate in.
<input type="checkbox"/>	Provide the student an opportunity to get involved in the goal/objective development decision process.
<i>Expectations:</i>	
<input type="checkbox"/>	Provide clear expectations for the execution and completion of goals and objectives
<input type="checkbox"/>	Provide reasonable time frames for completion
<input type="checkbox"/>	Provide access to resources and tools the student can use to complete their job most effectively and efficiently
<input type="checkbox"/>	Be organized and prepared in explanation
<input type="checkbox"/>	Explain workplace boundaries, etiquette, expectations

Throughout Employment

<i>Coaching:</i>	
<input type="checkbox"/>	Provide continual feedback on the work that the student is completing
<input type="checkbox"/>	Have regular meetings to check on project progress
<input type="checkbox"/>	Ask for ideas and additional ways of completing tasks
<input type="checkbox"/>	Steer employee in the right direction, explain if adjustments need to occur and why
<input type="checkbox"/>	Make sure face to face interactions occur regularly to provide a sense of availability and accessibility
<input type="checkbox"/>	Get to know your student employee
<input type="checkbox"/>	When corrections in behavior need to occur, assess the avenue best to handle
<i>Career Development:</i>	
<input type="checkbox"/>	Discuss student motivators
<input type="checkbox"/>	Discuss areas needing improvement or more experience
<input type="checkbox"/>	Discuss ways of connecting areas to develop with department goals/objectives/needs
<input type="checkbox"/>	Encourage student to utilize Career Center services
<input type="checkbox"/>	Provide a resource for student to discuss career advice
<input type="checkbox"/>	Actively participate in student's career discussions
<i>Discipline:</i>	
<input type="checkbox"/>	Provide feedback at the time of action
<input type="checkbox"/>	Discuss reasons for change in behavior
<input type="checkbox"/>	Provide clear expectations of change in behavior
<input type="checkbox"/>	Provide disciplinary actions that may be taken if poor behavior continues or happens again
<input type="checkbox"/>	Be fair and consistent in intent and action
<input type="checkbox"/>	Refer to policy/procedure where violation occurred
<input type="checkbox"/>	Discuss issue(s) with the Office of Student Employment Staff