**Student Employee Performance Evaluation Process**

Performance evaluations for student employees are an integral part in a student’s individual and professional development. Evaluations serve as an important tool that assists student employees in further developing their skills by highlighting their strengths and constructively identifying areas for improvement.

Performance evaluations serve as an opportunity to discuss the contributions the student employee makes toward achieving the department and UCM goals and objectives, clarify job expectations, ask for feedback, make suggestions, and possibly reward a student for exceptional performance.

Semi-annual  Evaluation

*\*\*Semi-annual Evaluation*

 Supervisors will review and document aspects of the position that the student does well, highlight areas for improvement, and share supervisor expectations.  The student employee will complete a written summary of the evaluation and include goals for the remainder of the year–due one week after the review meeting.

Annual Evaluation

*\*\*Annual Evaluation*

 At the conclusion of the second academic semester of employment, the Supervisor will conduct an in-person and written evaluation of the student employee.

**\*If the student starts the position after November 1 or after April 1, it will not count as a semester worked.  Evaluation will not be required for that semester.**

When possible and appropriate, student employees should be rewarded for commendable work performance.  To qualify for a raise, the following must apply:

* The student must have worked in the department for two academic semesters.
* The supervisor must have completed an informal (1st semester) and a formal (conclusion of 2nd semester) employee performance evaluation.
* Student must receive a score that meets or exceeds expectations on performance evaluation.
* Director must approve the raise request and submit for processing.
* **Raise will take effect the following academic semester.  August 1 / January 1**

Starting Wage:   $12.75 per hour

 Year #1   .50 increase

 Year #2 .50 increase

 Year #3 1.00  increase