

## General Tips on Providing Effective Evaluations

- During an evaluation meeting, supervisors should cite examples of where the student employee has done well and areas where improvement is needed. If criticism is made, it should be done so in a constructive and supportive manner.
- An evaluation should be on the whole performance period, rather than the student employee's most recent performance. Focusing on the overall working period will allow a supervisor to more effectively evaluate an employee's long-term track.
- Do not avoid a previous evaluation if available. Previous evaluations are a great place to start the discussion, as previous evaluations gauge an employee's improvements or drawbacks.
- Student employee evaluations should not be the first time students receive feedback from their supervisors. Dialogue should occur on a regular basis.
- Avoid focusing directly on an employee's personality. Instead, always emphasize behaviors or actions that represent the employee's personality. (For example, instead of commenting on the reliability of an employee, comment on what makes them reliable, such as their excellent attendance record, or ability to consistently complete all tasks within the assigned timeframe.)
- Avoid comparing one employee to another employee. This can cause unhealthy competition among coworkers