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 Human Resources and the Career Center are here to help provide assistance, please let us know if you have any questions.

Upon Hire/at Appraisal
Planning:
- ☑ Establish goals and objectives at the start of the job, at each appraisal period and throughout the employment period
- ☑ Provide a clear picture of the student's role in the organization, department, and the goals of the department
- ☑ Break down the department goals to objectives and tasks that the student will need to complete or participate in
- ☑ Provide the student an opportunity to get involved in the goal/objective development decision process

Expectations:
- ☑ Provide clear expectations for the execution and completion of goals and objectives
- ☑ Provide reasonable timeframes for completion
- ☑ Provide access to resources and tools the student can use to complete their job most effectively and efficiently
- ☑ Be organized and prepared in explanation
- ☑ Explain workplace boundaries, etiquette, expectations

Throughout Employment
Coaching:
- ☑ Provide continual feedback on the work that the student is completing
- ☑ Have regular meetings to check on project progress
- ☑ Ask for ideas and additional ways of completing tasks
- ☑ Steer student worker in the right direction; explain if adjustments need to occur and why
- ☑ Make sure face to face interactions occur regularly to provide a sense of availability and accessibility
- ☑ Get to know your student employee
- ☑ When corrections in behavior need to occur, assess the avenue best to handle

Career Development (see The Four Steps to Career Success sheet)
- ☑ Discuss student motivators
- ☑ Discuss areas needing improvement or more experience
- ☑ Discuss ways of connecting areas to develop with department goals/objectives/needs
- ☑ Encourage student to utilize campus resources *(see resource list)*

Discipline:
- ☑ Provide feedback, privately, at the time of action
- ☑ Provide clear expectations of change in behavior
- ☑ Provide disciplinary actions that may be taken if poor behavior continues
- ☑ Be fair and consistent in intent and action
- ☑ Refer to policy/procedure where violation occurred
- ☑ Discuss issue(s) with the Office of Human Resources