



# Berea College

## Student Labor Evaluation

**Greetings!**

Your participation in the Student Labor Evaluation process at Berea College provides valuable support for the development of students, labor departments, and the labor program in general. Careful attention has been given to ensure that various components of the Student Labor Evaluation support the directives set forth in The Workplace Expectations and Labor Learning Goals.

### **Purpose Statement**

*The student labor evaluation process promotes student personal and professional development in the workplace by establishing performance standards consistent with the Berea College Workplace Expectations, assessing fulfillment of those standards, and determining ways in which the student and supervisor(s) / mentor(s) can collaborate to enhance student learning opportunities. The completion of this regular evaluation process creates a documented work performance history for each student as well as fulfills Berea College and federal compliance guidelines.*

**Simple in design, the tool supports student development in the workplace and provides an instrument to monitor and evaluate the progress of each student.**

### **Instructions**

#### **Beginning Of Labor Assignment**

- 1) Thoroughly review the Student Labor Evaluation form and familiarize yourself with the language, evaluation scales, and scoring system.
- 2) Discuss the evaluation form with your student(s) and explain how the tool will be used in evaluating performance in the workplace at mid-point and again at the end of the current labor assignment.
- 3) Have job descriptions on hand for each position in your department and available for distribution. Since the "Job Specific" section of the evaluation tool evaluates a students' performance as related to his/her job description, it is important that each student be given this information and made aware of all Job Description components including the learning opportunities available in that position.
- 4) Discuss any additions or adjustments that you would envision as key responsibilities to the positions.
- 5) NOTE: If adjustments are needed to the Job Description, please submit that request in writing to Labor Program Office. If assistance is needed with this, contact the Training and Assessment Specialist in the Labor Program office (ext. 3734) at your convenience.

**OPTIONAL USE DURING THE BEGINNING OF LABOR ASSIGNMENTS:** Using the form, do an informal assessment of student performance within the first 3 weeks of the term in order to identify areas where deficiencies may be occurring. Early identification and intervention is crucial in avoiding the establishment of poor work habits.

## **Mid-Point Evaluations**

Mid-Point Evaluations should be conducted mid-way through a labor assignment. If the assignment is for an academic year, the mid-point would occur at the end of the fall term or the beginning of the spring term. When students are in a labor position for one term the mid-point would occur at mid-term or the middle of the summer labor assignment.

- 1) When approaching the mid-point of a labor assignment, each supervisor should prepare an evaluation form for each student in the department.
- 2) Score the students in each category and enter results in the “Mid-Point” Scoring Box. *Please note that the shaded references found above the evaluation scale represent a scoring range for meeting expectations for the job. Meeting expectations should always be considered doing a **good** job. Performance that is found to be above or below basic expectations should be reflected in the scoring. Scoring that would be considered in the exceptional range should have accompanying comments documenting your decision.*
- 3) Make appointments with each student and discuss your observations and justifications for each rating.
- 4) Allow the student to respond to your assessment.
- 5) Engage the student in formulating plans for improvements in all aspects of the form.
- 6) File and keep form for use during the final evaluation at the end of the labor assignment.

OPTIONAL USE MID-POINT EVALUATIONS: Allow the student to use the form and evaluate themselves prior to the mid-point evaluation. This provides a good basis for conversation during the mid-point conversation. This would be done in paper form only without submitting the student copy to the Labor Program Office.

## **Final Evaluation**

- 1) At the end of the labor assignment and prior to setting up the final evaluation conference with your students, complete the evaluation form entering a final score from the evaluation scale, totaling the results, and entering your comments and observations. *Please note that the shaded references found above the evaluation scale represent a scoring range for meeting expectations for the job. Meeting expectations should always be considered doing a **good** job. Performance that is found to be above or below basic expectations should be reflected in the scoring. Scoring that would be considered in the exceptional range should have accompanying comments documenting your decision.*
- 2) During the final evaluation conference, discuss the final scoring results compared to those entered at mid-point. Celebrate improvements!
- 3) Discuss your comments and suggestions for continued improvement.
- 4) Allow students to respond to your assessment and enter any responses and observations they may have in the appropriate box.
- 5) Supervisor and student should sign the form.
- 6) Forward all completed forms to the Labor Program Office once all conferences are completed.

OPTIONAL USE #1 FOR FINAL EVALUATIONS: Allow the student to use the form and evaluate themselves prior to the final evaluation. This provides a good basis for conversation during the final review. This would be done in paper form only without submitting the student copy to the Labor Program Office.

OPTIONAL USE #2 FOR FINAL EVALUATIONS: The supervisor would *first* have an initial meeting with the student to discuss his/her job performance and then complete the final evaluation form for signature in a follow up meeting. This allows you to better understand various aspects of a student's job performance and communicate that through your final evaluation scoring. This could be combined with Optional Use #1 above.