

Work Study Student Performance Development Program Guidelines

1. Colby-Sawyer seeks to engender an environment that is characterized by a shared vision, mutual respect for all students, faculty, and staff, ongoing efforts to improve the quality of experience on campus, and a shared responsibility for success. With this in mind, we have developed a program designed to help student workers reach optimal performance and job satisfaction.
2. Highlights of this program include regular, open, and constructive two-way communication regarding performance issues, job design, workflow processes, and feedback to all student workers. If performance is to be truly 'developed,' feedback must be ongoing, specific, multi-directional, and constructive
3. Students and supervisors will meet at least once each academic year and complete a Work Study Student Performance Evaluation. This informal performance appraisal allows students and supervisors to discuss job-related performance, areas of concern and goals for the remainder of the year.
4. In addition to providing the student with ongoing feedback and reviewing the criteria by which the student will be evaluated, each supervisor will hold a private meeting at least once each academic year to discuss the student worker's performance. In preparation for this meeting, work study students and supervisors will review those things that have gone well and those that could/should have gone better during the review period. Each should also review the job description to determine whether it has changed substantially.
5. The Work Study Student Performance Development Evaluation should be completed during the [first few weeks of the spring semester](#) for students working the entire semester and in [the last few weeks of the winter semester](#) for students only working the first semester. Completed forms will be sent to The Harrington Center.
6. The meeting will consist of a conversation about how the year went, a discussion about-goals and objectives for the next year, including professional development and student learning outcomes. This last issue is a major component of the program. The intention is to fully explore the student's job satisfaction, interests, and future goals, as well as any ways the college might assist in pursuing those goals within – or outside – our community.
7. During this meeting, the supervisor and work study student will jointly document that the discussion has taken place (see Agenda). The Harrington Center will retain this document, along with any supporting documentation that either wishes to submit.
8. The supervisor and student worker will collaborate on a Performance Improvement Plan, which includes a description of the problem area, plans for correction/improvement, and a timeline for assessing the success of this plan.
9. At any time throughout the year, should regular feedback not result in improvement of problem performance, the supervisor should consult the *Colby-Sawyer College Student Employment Handbook* for guidance on conducting employment Warnings, and/or Termination. (See link.)
http://www.colby-sawyer.edu/campus-life/career/employers/se_handbook.html#termination
10. The Harrington Center for Career Development and Internships will continue to oversee the logistics of the Federal Work Study program, except for:
 - student qualification
 - payroll verification and allocation
 - calculation of grant and/or funds remaining in student's account

Performance Development Program

Name: _____ **Position title:** _____

Time in this position: _____ **Original Date of hire:** _____

Date of this meeting: _____ **Supervisor:** _____

Agenda:

- ث Discuss student worker's performance on primary responsibilities/priorities during the review period. *Discuss what went well, and what could have gone better.*
- ث Discuss student worker's professionalism and ethics in carrying out the job duties. *What constitutes professional behavior, what is considered unprofessional? What work ethics are expected?*
- ث Discuss student worker's strengths as well as areas for growth in critical performance factors.
- ث Discuss student worker's professional development goals/needs as well as how the experience has promoted the college's student learning outcomes. *Includes student's plans and/or what the supervisor and/or college can do to help.*
- ث Discuss student worker's feedback/constructive suggestions for supervisor. *Includes student worker's suggestions for how the supervisor can be helpful in improving the work environment and/or relationship.*
- ث Review written job description, and discuss any necessary revisions *Job description revisions should be forwarded to the Harrington Center to update job listing on the website.*
- ث Discuss any barriers to effective work performance and job satisfaction. *May include work process improvements, system limitations, communication issues, work environment, training, scheduling, etc. Should include a discussion of how these barriers can/might be alleviated.*
- ث Discuss performance goals/objectives for the next review period as appropriate
- ث Discuss specific plans for ongoing communication regarding position/performance issues.
- ث Discuss anything else the student worker or supervisor would like to address.
- ث Student worker meets or exceeds job expectations.

These topics have been discussed by:

Student worker's signature _____ Date _____

Supervisor's signature _____ Date _____

After this discussion, both supervisor and employee sign and retain a copy, and submit signed original to [Harrington Center for Career Development](#) for their personnel file. Please date and sign any document submitted in relation to this discussion.