

Purdue University Student Employment Student Employment Management System (SEMS) Evaluation Training Guide

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Overview:

The SEMS evaluation module enables supervisors of student employees, or their delegates, to provide performance evaluation ratings and feedback to staff during the evaluation period. Performance evaluations are based on four core competencies and may also include area-specific competencies. Written evaluations are important to document performance but are not intended to replace face to face evaluation meetings.

Key Terms & Definitions:

- Position Supervisor: The staff member designated as the position supervisor within SAP
- Evaluation Period: The date range in which the student's performance is being evaluated
- Evaluation Start/End Dates: The date the online evaluation form is open for editing
- Core Competencies: The standard performance categories that all student employees are evaluated against

Action Buttons:

- Assign Delegate: Allows the position supervisor to assign other staff to edit and, if desired, finalize and sign-off on evaluations.
- Close Evaluation: Closes evaluations without selecting ratings. To be used when an evaluation has been generated for a student who will not receive a formal evaluation. A close reason is required.
- Save: Saves any changes made to the evaluation form
 - Note: Save work often. Any unsaved work will be lost if exiting the system without saving or if the network goes down.
- Finalize & Sign-Off: Locks the evaluation from further editing and triggers a system notification to the student instructing them to view and sign-off on their evaluation.

Completing the Evaluation – Position Supervisor/Delegate:

The position supervisor is responsible for completing an evaluation for each student or delegating to another staff member. An evaluation will be generated for each position a student holds.

Action Step – To Complete a Student Employee Evaluation

- Log into SEMS by visiting www.purdue.edu/studentemployment. Chrome is the recommend browser to use.
- In the top right corner, you should see "Dashboard." Hover over that and select "Evaluations."
- Select the appropriate evaluation period. Once evaluations generate, select the employee to be evaluated.
- Assign an evaluation rating and write comments for each competency area.
 - Utilize the Student Employee Performance Evaluation Competency Rubric as needed.
- Save your work to calculate the average performance rating and select the appropriate raise eligibility level.
- Select "Finalize & Sign-Off" and input your credentials to send completed evaluation to student for review
 - Note: When delegates without system permission select "Finalize & Sign-Off", evaluation ownership will return to position supervisor and "Delegate Sign-Off" status will be displayed. Position supervisor can then complete the final sign-off.

Additional Options

- If necessary, "Save" your work at any time to complete before the evaluation end date

Assigning Delegates:

A position supervisor may assign any delegate to manage student evaluations. Supervisors may choose to grant their delegate with permission to finalize and sign-off on an evaluation or they may retain that responsibility. Only one delegate can be assigned at a time and the position supervisor can re-assign while the evaluation period is open. Delegates cannot assign another delegate.

Action Step – To (Re)Assign a Delegate (Multiple or Individual)

- In *Evaluation Management* view, check multiple employees then select the “Assign Delegate” action button -OR- in the *individual evaluation* view, select the “Assign Delegate” action button
- Use the pick list to assign a delegate
 - **NOTE: To be visible in the pick list, the delegate must complete one log-in to the SEMS system**
- If necessary, check box to give delegate permission to finalize and sign-off evaluation
- Select “Assign Delegate”
 - To remove delegate permissions, assign “No Delegate” from pick list

Completing the Evaluation – Student Employee:

After the evaluation is finalized and signed off, it becomes available to the student employee for review and final comments.

Action Step – To Complete a Student Employee Evaluation

- When notified that an evaluation is ready for review, log into the system using your Purdue career account
- Select “Evaluations” in the profile menu
- Select the appropriate evaluation period and select a position
- Review comments and include any notes
- Select “Sign-Off” and input credentials to complete the evaluation process

See the Frequently Asked Questions section below for more general information.

For technical assistance, contact the Site Administrator at studentemployment@purdue.edu

NOTE: FERPA and Data Handling certifications are required to access evaluations. If these two WebCerts aren't up-to-date, you'll need to complete them: <https://www.eventreg.purdue.edu/WebCert/Heading.aspx>

Purdue University Student Employment Student Employment Management System (SEMS) Evaluation Training Guide Frequently Asked Questions

Q: I have a student who's graduating or will be leaving their position. Do I still need to complete an evaluation?

A: Though the student employee won't be returning to their position, it's still a good idea to complete the evaluation because it could be very useful for the student. Not only will it help them see which areas they excel in and/or can improve in, but a good evaluation could be something they'd want to show their next employer as a reference of their work ethic. The evaluation could also help them include certain skills on their resume they may not already have listed.

In addition, since the student won't be returning, this could also be a good opportunity to conduct an exit interview to get their feedback on their time in the role and if they felt the role helped them gain skills and knowledge they'll need for other opportunities.

Q: My students are GAs. Do their evaluations need to be completed in SEMS?

A: No, SEMS is for only hourly student employees.

Q: I have students who have been terminated showing up in my evaluations. What do I do with these?

A: If a student was terminated during the evaluation period, you can close these evaluations. To do so, click into the student's evaluation, put a note in the *Supervisor Notes* section (ex. This employee was terminated), save the evaluation, and then go back and close the evaluation.

Q: I have a student who's currently on study abroad. Do I need to complete an evaluation for them?

A: If the student worked anytime during the evaluation period and will be returning to their position, yes, you will still need to complete an evaluation.

If the student will not be returning to their position, you can close the evaluation. Before you do so, put a note in the *Supervisor Notes* section, save the evaluation, and then go back and close the evaluation.

Q: I accidentally closed an evaluation that wasn't completed and cannot see it to finish it. What do I do?

A: Closed evaluations are removed from your list. To reopen a closed evaluation, please contact the Site Administrator.

Q: I have a student who works a day and night shift, so they have two evaluations listed. Do I need to complete both evaluations?

A: Only one evaluation needs to be completed as long as the supervisor is the same for each job and the job responsibilities are essentially the same. On the evaluation you do not complete, put a note in the Supervisor Notes section, save the evaluation, and then close it.

If there's a different supervisor for each job or if the responsibilities are different for each job, both evaluations will need to be completed.