

Student Staff Performance Review

Use this checklist in conjunction with Humber's Support Staff Performance Review Form, which can be found here: <http://hrs.humber.ca/support/support-resources/benefitsresources/administrative-forms.html>

Formal performance reviews should be conducted twice per academic year – once before the December break, and the final one before the end of the contract (March/April).

In Advance of Meeting

- Book meeting, for about 1 hour in a private space
- Take the time to list out the following:
 - Main areas of responsibility (use the job description)
 - What the student has done well
 - What the student needs to improve on
 - What you can do to help the student do a better job/attain goals
 - Collect any positive feedback that you have received from others
- Ask the student to take the time to list out the above list also (so that they have thought about it in advance of the meeting)

Conducting the Review

- Listen and take notes
- Maintain eye contact and attentive body language
- Reflect back (rephrase) your understanding of what the student said
- Ask for clarification, if you need it
- Don't interrupt
- Be non-judgemental
- Don't rush the conversation, be prepared

- With the student, review the job description
- Ask the student what they have succeeded in
- Ask the student what obstacles they have encountered
- Is there anything you can do to help overcome those obstacles
- Does the student require any training
- What goals does the student have; and how can you help in maintaining those goals

*Remember that feedback should be ongoing; nothing presented in the review should be a surprise