Student Worker Performance Evaluation Policy

As a student employed by McNally Smith College of Music, you are required to be given a performance evaluation every six months of continuous employment from your hire date. It is the joint responsibility of both you and your supervisor(s) to make sure the performance evaluation remains on schedule. You are eligible for a $.25/hour increase at the occurrence of every evaluation pending positive remarks.

If you are employed by multiple departments within the college, each of your supervisors must be made aware of your performance evaluation and increase as both departmental budgets will be affected. Your primary supervisor will conduct your performance evaluation.

If you are hired in one department, but switch your employment to another, your review date will change to six months from the date you began work in the new department. However, your pay rate will remain constant throughout the transition.

Example: If you are working at the Front Desk and receive a raise from $8.00/hr to $8.25/hr, and then accept a job in the Record Lab, you will continue earning $8.25/hr, but your next review will then fall six months from the date you began employment in the Record Lab rather than six months from the date of your last performance evaluation.

If there is an extended gap in your employment, your performance evaluation will be postponed by the duration of the absence.

Example: If you are working in the Sound Bite Café and you go home for the summer, you are still able to be employed by the café upon commencement of the Fall Semester, but your evaluation date would be postponed by the length of summer break.