



## On-Campus Student Employment and Internship Evaluation Resources for Site Supervisors

### A Brief Overview

Thank you for providing an on-campus student employment or internship experience to our students! The Career Center appreciates the time and dedication you take to create meaningful opportunities for students and would like to provide you with some helpful evaluation resources as you continue to supervise students. Please note that these evaluations are optional. Our collective goal is to help students connect the valuable skills they are learning through on-campus positions to future career aspirations.

The National Association of Colleges and Employers (NACE) has identified 7 [career readiness skills](#) deemed valuable in all professions. Helping students connect how they are developing these skills in on-campus internship and student employment positions serves as a springboard for our students' future career success. The student evaluation and student self-evaluation forms offer an opportunity for both students and supervisors to:

- Identify concrete examples of how students are demonstrating career readiness skills
- Acknowledge students' strengths and constructively identify areas for improvement
- Discuss students' departmental contributions
- Clarify job expectations and receive student feedback

### Conducting Evaluations and Points for Discussion

These evaluations can be conducted each semester. The Career Center recommends scheduling these at mid-term and end-of-term. Consider reviewing the position description and evaluation expectations with students at the start of each semester. After students complete the self-evaluation, supervisors are encouraged to review their feedback and then complete the student evaluation form. A follow-up discussion may include discussing the evaluation form and exploring questions that focus on students' career development and general feedback.

#### *Career Development:*

- What are you learning or do you hope to learn from this position?
- What are you learning in class that you can apply here at work?
- How does this job fit in with your academics or future career path?
- How can this job better prepare you for your career choice after college? Why?
- What areas do you need to develop to meet your career goals?

#### *Feedback:*

- What do you like about this position?
- What isn't working and how can we improve it?
- What skills or training would you like to be provided in order to be more effective in your position?
- As your supervisor, what can I do to help you perform better?

### Career Center Resources

Remember that the Career Center is here to support your student employees and interns in all aspects of their career development. Whether students are looking to explore potential careers, clarify career goals, or articulate their on-campus experiences on resumes or during interviews, we are here to help! Students can schedule an appointment with us at 843-953-5692 or online at [careercenter.cofc.edu](http://careercenter.cofc.edu).