

Prairie View A&M University Student Employment Office

Student Employment Performance Reviews/Rate of Pay Increase

The Student Employment Office recommends that all new hires and rehires (in a new department) to a hiring department be initially reviewed on work performance 30 days after the date of hire and reviewed again prior to the student worker's last date of employment. Rehires who are returning to a hiring department should be reviewed within 30 days of the date of hire and prior to any pay increase. In job situations with routine assignments, qualities such as reliability, dependability, attitude and motivation should be taken into account in determining whether a student worker will receive a rate of pay increase. **Pay increases will not be approved in the middle of a semester.**

The review process is designed to promote positive feedback and to identify specific areas of performance needing development. A pay increase cannot be approved without a positive performance review. Performance reviews should include recommendations for improvement, including a timeframe, and identify areas where the supervisor can support the student in performance excellence. Performance reviews should be completed only by the student worker's supervisor.

Rate of Pay Increase are not guaranteed with the student promotion of a classification from one level to another (freshman to sophomore, sophomore to junior, and junior to senior). Rate of Pay Increases should align with the positive work performance, knowledge of task(s), and skills of the student worker. A pay increase is processed by:

- Submitting an EWR and putting in the justification a brief reason for the rate of pay increase. Keep in mind the student's work-study award amount or remaining award amount when requesting an increase in rate of pay.
- Attach to the EWR a copy of the Award Letter (Federal or Texas Work Study Students only).
- The Performance Review Form must be submitted to the Student Employment Office at least five days prior to approval of EWR. The amount of a pay increase is determined by the hiring department and within the guidelines of the established Student Employment Office wage table.

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