

Student Employee Development Team, Academic Year 2024-25

Last updated 8/9/2024

Overview:

The Student Employee Development Group seeks to provide equitable opportunities for student employees to gain new knowledge and skills via training, on-the-job experiences, and performance evaluations. This group ensures standardized hiring and training practices for student employees in all areas of the library while also making recommendations for student employee pay scales.

Library Metrics:

- Student Employment (Primary responsibility)
- Fellowships (Relevant)

Fall 2024 metrics: [SED Fall 2024 Metrics tracking.xlsx](#)

[Access Services Estimated Labor Costs Fall 2024.xlsx](#)

[Student Employee Feedback Fall 2024.xlsx](#)

[Self Assessment Survey How Would You Like To Grow](#)

- **Objective:**
 - Ensure that student employee pay is justified within each Library unit
- **Why:**
 - Treat student workers fairly and as respected and valuable members of the Library.
- **How:**
 - Review library funding available for student employees
 - Review pay scales across Library units
 - Take into consideration local wages
- **Success looks like:**
 - Recruitment and retention of high-quality student workers.
 - Staffing needed student positions while staying within budget.
- **Fall Update: (8/19/2024-12/31/2024)**
 - We have continued to utilize the Tier system established by Leadership last year to great success. This has allowed us to provide raises by encouraging our students to take on greater responsibility and develop additional skills. This spring we plan to reach out to other units on campus that employ student workers to determine whether our current pay scale is comparable to others and if any adjustments need to be made in the next fiscal year.

- **Objective:**
 - Ensure that student employees receive regular feedback on their performance and are given the opportunity to provide feedback on their supervisors
 - **Why:**
 - To ensure student workers provide high quality services to patrons.
 - To ensure student workers have the chance to learn on the job and share their ideas.
 - **How:**
 - Student employees will be evaluated by their supervisor
 - New student employees will be evaluated every 5 weeks for their first semester of their employment
 - Continuing employees will be evaluated by their supervisor every 6 months for the remainder the of their employment
 - Student employees will submit a self-evaluation every six months [asked to share what they learned and what they want to do better; commenting on this the next semester]
 - Student employees will have the opportunity to provide feedback on their supervisors at the end of each semester
 - **Success looks like:**
 - 100% of student employees will be evaluated by their supervisor
 - 100% of student employees will submit a self-evaluation every six months
 - 100% of student employees will have the opportunity to provide feedback on their supervisors at the end of each semester
- **Fall update (8/19/2024-12/31/2024)**

A more formalized evaluation system has proven to be very beneficial in solidifying our training, making clear our expectations and demonstrating a greater level of support than we have in the past. This is well reflected in the full retention we have going into spring semester and in the feedback that the students provided through their feedback survey. This was the first semester that we have provided an opportunity for self-evaluation. We did not get many responses (7 out of 40) but it is a start. We plan to rework it and perhaps offer it earlier in the semester or possibly combine it with their 6-month evaluation in some way.

- **Objective:**
 - Provide student employees with relevant and timely training related to their job duties
 - **Why:**
 - To ensure student workers provide high quality services to patrons.
 - **How:**
 - U of I Library student employees will complete general/overview and unit-specific Library training modules within one month of starting their employment, and then on an annual basis
 - Develop mechanism for analysis of students' experiences with the general/overview Library training and unit-specific Library training

- **Success looks like:**
 - High-quality training modules developed and maintained
 - Library student employees have completed training
- **Fall Update (8/19/2024-12/31/2024)**

We currently have two published training modules:

- **Student Employee Development Manual:**
<https://uidaho.pressbooks.pub/studentemployeedevelopment>
- **Access Services Basics:**
<https://uidaho.pressbooks.pub/accessservicesbasics>

This spring we plan to develop a module that highlights each unit's role in supporting the libraries' mission, vision and goals. This will include an overview of each unit including a brief history, general workflow and plans for future development and growth.

Metrics:

- Results of pay scale review across Library units (Minimum, maximum, average, median, mode, salary increases (per year/semester) for each unit)
- # of student employees on each pay scale
- % of library funding allocated to student employee wages and fringe each fiscal year
- Cost savings associated with cross training students across units
- % of student employees that are evaluated
- % of student employees who have the opportunity to provide feedback on their supervisors
- % of student employees who submitted self-evaluations
- # of training modules created

Membership:

- Alisa Melior, Lead
- Suzie Davis
- Kevin Dobbins
- Jessica Fleener
- Ari Burns
- Brittini McNeill, Ex-officio member
- Student employee(s), Ex-officio member(s) [not yet selected]

Reporting to:

- Rami Attebury