

## **Student Employee Evaluation Form**

Performance evaluations for student employees are an integral part of a student's individual and professional development. Performance evaluations serve as an important tool to assist student employees in further developing their skills by highlighting their strengths and constructively identifying areas for improvement.

This evaluation is an opportunity for supervisors and employees to discuss student employees' contributions, goals and objectives, clarify job expectations, ask for feedback, make suggestions, and possibly reward a student for exceeding expectations.

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**Name (student employee):** \_\_\_\_\_

**Department:** \_\_\_\_\_ **ID:** \_\_\_\_\_

**Supervisor's Name:** \_\_\_\_\_

**Directions:** Evaluate the employee by checking the appropriate description which best describes their performance. Please consider each factor separately and independently.

Scale Legend	
<b>1-Below expectations</b>	Does not meet the minimum requirements of the position
<b>2-Needs some improvement</b>	Sometimes performs at an acceptable level but is not consistent and needs improvement to meet expectations
<b>3-Meets expectation</b>	-Successfully meets all performance expectations/goals -Will have demonstrated a satisfactory competence
<b>4-Exceeds expectation</b>	Exhibits high overall performance, routinely goes beyond what is expected in order to substantially surpass all of their key performance expectations/goals
<b>N/A</b>	Not applicable

Please rate the following statements using the 1-4 scale. Check only one box which most applies.

Career Readiness Competencies	1 Below expectations	2 Needs some improvement	3 Meets expectation	4 Exceeds expectations	N/A
<b>Professionalism</b> <ul style="list-style-type: none"> <li>Dress/presentation is appropriate to work position</li> <li>Arrives punctually for work and remains for entire scheduled time</li> <li>Uses time effectively while at work for maximum productivity</li> <li>Interacts professionally and courteously with supervisor and others</li> <li>Interacts respectfully with all people, regardless of their status or identities</li> <li>Monitors own performance and actively seeks feedback for improvement</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Technology</b> <ul style="list-style-type: none"> <li>Uses general computer skills necessary to complete tasks</li> <li>Uses specific computer skills (Excel, etc.) necessary to complete tasks</li> <li>Uses technical skills other than those related to computers (photocopying, etc.) to complete tasks</li> <li>Uses technical academic knowledge (e.g., statistics) to complete tasks</li> <li>Learns and understands new programs and/or technologies to successfully accomplish assigned work duties</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Critical Thinking</b> <ul style="list-style-type: none"> <li>Articulates nature of problem that needs solving</li> <li>Describes information/tools needed/available to solve problems</li> <li>Solves straightforward problems by working through them</li> <li>Solves challenging/ill-defined problems by applying sound reasoning, critical thinking, creativity, analysis, etc.</li> <li>Obtains, uses, and interprets facts and other information to solve problems</li> <li>Reliability is demonstrated with attendance and punctuality</li> <li>Follow established policies, procedures, and practices</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Career &amp; Self-Development</b> <ul style="list-style-type: none"> <li>Develops understandings of matters such as human motivation, conflict management, group dynamics, and effective work processes</li> <li>Works independently on tasks, problem-solving, or other situations</li> <li>Asks for clarification or further information where necessary</li> <li>Reasons through complicated situations with incomplete information</li> <li>Acts resourcefully to accomplish job when supervisor is not available</li> <li>Continually learns new skills and information where relevant</li> <li>Uses mistakes to further own knowledge and competence</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Career Readiness Competencies	1 Below expectations	2 Needs some improvement	3 Meets expectation	4 Exceeds expectations	N/A
<b>Leadership</b> <ul style="list-style-type: none"> <li>Makes decisions based on ethical standards rather than bias or potential gain</li> <li>Takes action based on ethical standards rather than bias or potential gain</li> <li>Conscientiously avoids conflicts between personal/private interests and responsibilities, including (but not limited to) confidential information, financial transactions, and personal relationships</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Equity &amp; Inclusion</b> <ul style="list-style-type: none"> <li>Listens to different perspectives non-defensively and without anxiety</li> <li>Learns from people of different backgrounds or perspectives</li> <li>Works productively with people from different backgrounds, or with different perspectives</li> <li>Forges professional relationships with people of different backgrounds or perspectives</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Communication</b> <ul style="list-style-type: none"> <li>Writes clearly, effectively, and with proper audience(s) in mind within context of position</li> <li>Speaks clearly, effectively, and with proper audience(s) in mind within context of position</li> <li>Utilizes good listening practices</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Team Work</b> <ul style="list-style-type: none"> <li>Works effectively with others</li> <li>Uses conflict resolution skills to resolve or defuse disagreements</li> <li>Articulates team goals and ways to reach those goals</li> <li>Develops and maintains positive relationships with team members</li> <li>Acts in ways that influence team members positively</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Areas of concern and/or goal setting:**

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The signature acknowledges that the employee has had an opportunity to review and discuss the evaluation with the supervisor.

Student Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_