STUDENT EMPLOYEE PERFORMANCE EVALUATION

Review Period: Fall 2017 / Spring 2018
Start Date: ___________  End Date: ___________

STUDENT & POSITION INFORMATION

Student Name: __________________________________________  Student ID: 000_________

Position# _________  Job Title: __________________________________________

CAREER COMPETENCY RATINGS

<table>
<thead>
<tr>
<th>Competency</th>
<th>Excellent</th>
<th>Good</th>
<th>Satisfactory</th>
<th>Improvement Needed</th>
<th>Unsatisfactory</th>
<th>Too New to Rate/Not Applicable</th>
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</thead>
<tbody>
<tr>
<td>Critical Thinking/Problem Solving</td>
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<td>□</td>
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<tr>
<td>Oral/Written Communication</td>
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<tr>
<td>Teamwork/Collaboration</td>
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<tr>
<td>Information Technology Application</td>
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<td>Leadership</td>
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<tr>
<td>Professionalism/Work Ethic</td>
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<td>Job Knowledge/Skills</td>
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</tbody>
</table>

Use the space below to add overall evaluation comments, as well as goals and expectations for any improvement or development. Use the back of this form or provide an attachment if additional space is needed.

________________________________________________________________________________________________
________________________________________________________________________________________________
________________________________________________________________________________________________
________________________________________________________________________________________________
________________________________________________________________________________________________
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________________________________________________________________________________________________

Supervisor: I have completed this evaluation form and participated in a discussion with the student above regarding his/her performance in the above position.

Supervisor has reviewed Student Self-Evaluation □

Supervisor Name (Print): __________________________________________

Supervisor's Signature: __________________________________________  Date: ___________

Student: I have reviewed this evaluation form and participated in a discussion regarding my performance in the above position with my Supervisor. Student's signature doesn't necessarily constitute agreement.

Student’s Signature: __________________________________________  Date: ___________
CAREER COMPETENCIES DEFINED
The career readiness of college graduates is an important issue in higher education, in the labor market, and in the public arena. The National Association of Colleges and Employers (NACE), through a task force of college career services and HR/staffing professionals, has developed a definition, based on extensive research among employers, and identified seven competencies associated with career readiness.

Career readiness is the attainment and demonstration of requisite competencies that broadly prepare college graduates for a successful transition into the workplace.

These competencies are:

- **Critical Thinking/Problem Solving:** Exercise sound reasoning to analyze issues, make decisions, and overcome problems. The individual is able to obtain, interpret, and use knowledge, facts, and data in this process, and may demonstrate originality and inventiveness. *Previous evaluation rating: Initiative.*

- **Oral/Written Communications:** Articulate thoughts and ideas clearly and effectively in written and oral forms to persons inside and outside of the organization. The individual has public speaking skills; is able to express ideas to others; and can write/edit memos, letters and complex technical reports clearly and effectively. *Previous evaluation rating: Communication.*

- **Teamwork/Collaboration:** Build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints. The individual is able to work within a team structure, and can negotiate and manage conflict. *Previous evaluation rating: Professionalism/Cooperation.*

- **Information Technology Application:** Select and use appropriate technology to accomplish a given task. The individual is able to apply computing skills to solve problems.

- **Leadership:** Leverage the strengths of others to achieve common goals, and use interpersonal skills to coach and develop others. The individual is able to assess and manage his/her emotions and those of others; use empathetic skills to guide and motivate; and organize, prioritize, and delegate work.

- **Professionalism/Work Ethic:** Demonstrate personal accountability and effective work habits, e.g., punctuality, working productively with others, and time workload management, and understand the impact of non-verbal communication on professional work image. The individual demonstrates integrity and ethical behavior, acts responsibly with the interests of the larger community in mind, and is able to learn from his/her mistakes. *Previous evaluation ratings: Productivity/Quality of Work, Attendance/Punctuality, Professionalism/Cooperation.*

- **Career Management:** Identify and articulate one’s skills, strengths, knowledge, and experiences relevant to the position desired and career goals, and identify areas necessary for professional growth. The individual is able to navigate and explore job options, understands and can take the steps necessary to pursue opportunities, and understands how to self-advocate for opportunities in the workplace. *Only appears on student self-evaluation.*

Source: National Association of Colleges and Employers, [www.naceweb.org](http://www.naceweb.org)

EVALUATION COMMENTS CONTINUED