



# STUDENT EMPLOYEE PERFORMANCE EVALUATION (Supervisor Form)

Review Period: Fall 2018 / Spring 2019

Student Start Date:

End Date:

## STUDENT & POSITION INFORMATION

Student Name:

Student ID: 000

Position#

Job Title:

### CAREER COMPETENCY RATINGS See definitions on reverse

	Excellent	Good	Satisfactory	Improvement Needed	Unsatisfactory	Too New to Rate/ Not Applicable
Critical Thinking/Problem Solving						
Oral/Written Communication						
Teamwork/Collaboration						
Digital Technology						
Leadership						
Professionalism/Work Ethic						
Global/Intercultural Fluency						
Job Knowledge/Skills						

Use the space below (approx. 100 word limit) to add overall evaluation comments, as well as goals and expectations for any improvement or development. If you need additional space, use a word document (no word limit) and attach the word document to your final review.

AFTER ABOVE INFO. IS FILLED OUT, SAVE THE FORM TO YOUR COMPUTER AND THEN PRINT FOR REVIEW & SIGNATURES.

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.*
- **Digital Technology:** Leverage existing digital technologies ethically and efficiently to solve problems, complete tasks, and accomplish goals. The individual demonstrates effective adaptability to new and emerging technologies.
- **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.)*
- **Global/Intercultural Fluency:** Value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations, and religions. The individual demonstrates openness, inclusiveness, sensitivity, and the ability to interact respectfully with all people and understand individuals' differences.

Source: National Association of Colleges and Employers, [www.nacweb.org](http://www.nacweb.org)  
<http://www.nacweb.org/knowledge/career-readiness-competencies.aspx?terms=career%20competencies%20defined>