

Student Staff Evaluation

NAME: _____

EVALUATED BY: _____ DATE: _____

Each evaluation is crafted to reflect the position, experience, potential, and characteristics of each employee. The intent is to give each individual valuable feedback, not to compare the performance of employees.

<p>CUSTOMER SERVICE Helpful, responsive, friendly and polite, helps maintain center appearance, follows through with customers</p> <p style="text-align: center;"> <input type="checkbox"/> <i>Poor</i> <input type="checkbox"/> <i>Needs Improvement</i> <input type="checkbox"/> <i>Good</i> <input type="checkbox"/> <i>Exceptional</i> </p>	<p>Comments (<i>evidence, action steps</i>)</p>
<p>CO-WORKER INTERACTION Works well with co-workers and supervisors, approachable, team player, collaborates</p> <p style="text-align: center;"> <input type="checkbox"/> <i>Poor</i> <input type="checkbox"/> <i>Needs Improvement</i> <input type="checkbox"/> <i>Good</i> <input type="checkbox"/> <i>Exceptional</i> </p>	<p>Comments (<i>evidence, action steps</i>)</p>
<p>COMMUNICATION Listens, asks questions, sends and receive messages clearly, addresses issues, shares ideas and solutions</p> <p style="text-align: center;"> <input type="checkbox"/> <i>Poor</i> <input type="checkbox"/> <i>Needs Improvement</i> <input type="checkbox"/> <i>Good</i> <input type="checkbox"/> <i>Exceptional</i> </p>	<p>Comments (<i>evidence, action steps</i>)</p>
<p>LEADERSHIP AND/OR MANAGEMENT Sets good example, engages others, suggests improvements, mentors fellow staff</p> <p style="text-align: center;"> <input type="checkbox"/> <i>Poor</i> <input type="checkbox"/> <i>Needs Improvement</i> <input type="checkbox"/> <i>Good</i> <input type="checkbox"/> <i>Exceptional</i> </p>	<p>Comments (<i>evidence, action steps</i>)</p>
<p>WORK ETHIC Willing to work, responsible, work is career center relevant, contributes to the center</p> <p style="text-align: center;"> <input type="checkbox"/> <i>Poor</i> <input type="checkbox"/> <i>Needs Improvement</i> <input type="checkbox"/> <i>Good</i> <input type="checkbox"/> <i>Exceptional</i> </p>	<p>Comments (<i>evidence, action steps</i>)</p>
<p>INITIATIVE Self-motivated, resourceful, proactive</p> <p style="text-align: center;"> <input type="checkbox"/> <i>Poor</i> <input type="checkbox"/> <i>Needs Improvement</i> <input type="checkbox"/> <i>Good</i> <input type="checkbox"/> <i>Exceptional</i> </p>	<p>Comments (<i>evidence, action steps</i>)</p>

<p>INITIATIVE Self-motivated, resourceful, proactive</p> <p><input type="checkbox"/> <i>Poor</i> <input type="checkbox"/> <i>Needs Improvement</i> <input type="checkbox"/> <i>Good</i> <input type="checkbox"/> <i>Exceptional</i></p>	<p>Comments (<i>evidence, action steps</i>)</p>
<p>PROJECT WORK Completes projects, meets deadlines, asks for appropriate help</p> <p><input type="checkbox"/> <i>Poor</i> <input type="checkbox"/> <i>Needs Improvement</i> <input type="checkbox"/> <i>Good</i> <input type="checkbox"/> <i>Exceptional</i></p>	<p>Comments (<i>evidence, action steps</i>)</p>
<p>OFFICE KNOWLEDGE Resources, services, department operations</p> <p><input type="checkbox"/> <i>Poor</i> <input type="checkbox"/> <i>Needs Improvement</i> <input type="checkbox"/> <i>Good</i> <input type="checkbox"/> <i>Exceptional</i></p>	<p>Comments (<i>evidence, action steps</i>)</p>
<p>ATTENDANCE Punctual, comes to work/meetings</p> <p><input type="checkbox"/> <i>Poor</i> <input type="checkbox"/> <i>Needs Improvement</i> <input type="checkbox"/> <i>Good</i> <input type="checkbox"/> <i>Exceptional</i></p>	<p>Comments (<i>evidence, action steps</i>)</p>
<p>CRITICAL THINKING Problem solving, decision making, prioritization, resourcefulness</p> <p><input type="checkbox"/> <i>Poor</i> <input type="checkbox"/> <i>Needs Improvement</i> <input type="checkbox"/> <i>Good</i> <input type="checkbox"/> <i>Exceptional</i></p>	<p>Comments (<i>evidence, action steps</i>)</p>
<p>PROFESSIONALISM Respectful, ethical, positive representative of the office</p> <p><input type="checkbox"/> <i>Poor</i> <input type="checkbox"/> <i>Needs Improvement</i> <input type="checkbox"/> <i>Good</i> <input type="checkbox"/> <i>Exceptional</i></p>	<p>Comments (<i>evidence, action steps</i>)</p>
<p>COMMITMENT Flexible, reliable, invested in the department</p> <p><input type="checkbox"/> <i>Poor</i> <input type="checkbox"/> <i>Needs Improvement</i> <input type="checkbox"/> <i>Good</i> <input type="checkbox"/> <i>Exceptional</i></p>	<p>Comments (<i>evidence, action steps</i>)</p>

OPEN-ENDED QUESTIONS

OVERALL PERFORMANCE:

What have been your best contributions/successes this semester?

What could you have done better this semester? What improvements can you make in the future?

JOB ENGAGEMENT:

What parts of your job (projects, tasks, services provided) most energize you?

What parts of your work are least energizing for you and how can we address them together?

GROWTH AND DEVELOPMENT:

What do you want to be involved in next semester/year?

What new discoveries have you made about yourself this semester?

How could you use your top talents in new or different ways in the office?

GOALS:

What connections have you discovered amongst your classes, this job, and your future?

What next steps do you plan to take next semester to help you reach your life/career goals?

OVERALL EVALUATION COMMENTS: