



Student Staff Evaluation Process

Student Staff Name: _____

Student Staff's Supervisor Name: _____

Academic Year: _____

Part 1 – Review of job expectations and goal setting

Instructions:

Supervisors, in collaboration with your student, please go over the following items at the beginning of your student's employment at (*office of employment*) _____ and each semester there after:

- 1) Review job expectations (insert below)
- 2) Identify 2-3 career readiness competencies that best align with your student's current job description and/or professional goals
- 3) Review evaluation process at (*office of employment*) _____
 - a. Part 1 – Review job expectations & set goals for the semester
 - b. Part 2 – Student self-reflection and review progress of goals. Make changes to goals, if needed. – Due by (*date*) _____
 - c. Part 3 – Supervisor evaluation and review of goals- Due by the end of the Spring Semester. For this part, please be mindful of your student's academic schedule when scheduling their evaluation review. If there is challenging feedback, please make sure that feedback is given before finals.

Job Expectation: Copy & paste from job description:

Goals:

- 1) _____

- 2) _____

3) _____

Part 2 – Student staff self-reflection and goal progress/ adjustment requests

Date: _____

Instructions

Supervisors - Please have your student complete the following self-reflection questions towards the end of the Fall Semester and schedule a meeting to discuss their answers and review progress on their goals from Part 1. For this section, you will need to identify the job knowledge skills that are critical to your student’s job and/or your office’s success and formulate into “I” statements. An example has been listed for the first job knowledge skill of problem solving. Additional examples might include *guest services, communication, work relations, time management/ decision making/ integrity, etc.* **Please feel free to change skills and statements if you feel that they do not accurately reflect your student’s job.**

Students – Please answer the following self-reflective questions. Be sure to provide details and examples of your accomplishments or areas of growth. These will be discussed with your supervisor. Your supervisor will also go over your progress on the goals that were set during Part 1.

Job Knowledge Skill Area #1: (Problem Solving)

- 1) I am able to problem solve effectively to get answers to question/ takes initiative to explore the different scenarios. Some examples include: _____

- 2) I ask for assistance from my supervisor and other staff on an appropriate basis. Some examples include: _____

3) Other: _____

Job Knowledge Skill Area #2: (Insert)

1) _____ . Some examples include: _____

2) _____ . Some examples include: _____

3) Other: _____

Job Knowledge Skill Area #3: (Insert)

1) _____ . Some examples include: _____

2) _____ . Some examples include: _____

3) Other: _____

Questions/Feedback for your supervisor?

1) What should your supervisor be doing more of?

2) What should your supervisor be doing less of?

3) How can your supervisor better support you?

4) How can your supervisor better support the team?

Recommended Next Steps:

Part 3: Supervisor Evaluation

To be completed by the end of Spring Semester.

Step 1: Have student complete self-rating to highlighted career competencies and answer self-reflection questions.

Step 2: Supervisor completes student rating, providing details and examples to share with student

Step 3: Meet with student to discuss

Step 4: Provide completed, signed evaluation to Office of Financial Aid.

Rating Scale

5	Consistently exceeds expectations
4	Frequently exceeds expectations
3	Consistently achieves expectations
2	Occasionally achieves expectations
1	Consistently does not achieve expectations

Highlight 2-3 of the Career Readiness Skills to focus on with your student staff member.

Career Readiness Skill	Self-Rating	Supervisor's Rating	Comments
Digital Proficiency: Use technology to communicate, problem-solve, and complete tasks in a responsible manner			
Verbal & Written Communication: Respond to needs of diverse audiences through flexible writing and speaking methods. Develop ideas through written and oral forms of expression.			

<p>Personal</p> <p>Accountability: Demonstrate integrity, honesty, dependability, responsibility; accepts guidance and develops effective work habits</p>			
<p>Inclusive Teamwork: Join together with individuals and teams from diverse backgrounds to pursue a common goal. Often requires negotiating and managing conflict.</p>			
<p>Leadership: Definitions will vary based on context. Can include situational judgement, informed risk taking, resiliency to challenges, motivate and encourage participation to work towards a shared purpose and vision</p>			
<p>Creativity: Challenge existing ideas in creative ways to develop new possibilities. Often requires informed risk taking</p>			
<p>Career development: Access information and opportunities for career exploration; understand and articulate the</p>			

importance of transferable skills in the job search process.			
Critical thinking / problem solving: Identify important problems and questions, then gather, analyze, and evaluate information from diverse sources before forming a strategy, decision, or opinion			
Self-reflection: Evaluate, understand, and communicate personal skills and abilities; learns from past mistakes through feedback to become more flexible and gain new insights/understandings			
Global context: Demonstrate an understanding of diverse people, cultures, and systems; understand actions have local and global implications for the future.			

Self-reflection questions:

- 1) Based on these competencies, what would you consider your top accomplishments this academic year at (*office of employment*) _____? What has been your greatest obstacle, and how are you about to overcome it?

- 2) What were your goals this semester? (personal/professional from the beginning of the year) Please describe how/why you did/did not meet them.

- 3) In relationship to your specific job expectations, please share your greatest accomplishments and obstacles.
