Student Staff Evaluation Process

Student Staff Name:____________________________________________________

Student Staff’s Supervisor Name:_________________________________________

Student ID: _________________________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 and each semester thereafter:

1) Review job expectations: Please reference the Job Description and have the student staff member review their direct supervisor

Student comments, reflections and goals on job duties:
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

Supervisor’s comments, reflections and goals on job duties:
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

Part 2: Evaluation of Core Competencies

Step 1: Have student complete self-rating to highlighted career competencies and providing details and examples to share with supervisor
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 student staff member, HR Liaisons if necessary and OFA

Rating Scale

<table>
<thead>
<tr>
<th>Rating</th>
<th>Description</th>
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<tbody>
<tr>
<td>5</td>
<td>Consistently exceeds expectations</td>
</tr>
<tr>
<td>4</td>
<td>Frequently exceeds expectations</td>
</tr>
<tr>
<td>3</td>
<td>Consistently achieves expectations</td>
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</tbody>
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Occasionally achieves expectations
Consistently does not achieve expectations

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

<table>
<thead>
<tr>
<th>Career Readiness Skill</th>
<th>Self-Rating</th>
<th>Supervisor’s Rating</th>
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</thead>
<tbody>
<tr>
<td>Digital Proficiency:</td>
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<td>Verbal &amp; Written Communication:</td>
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<td>Personal Accountability:</td>
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<td>Inclusive Teamwork:</td>
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<td>Leadership:</td>
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<td>Creativity:</td>
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<td>Career development:</td>
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<td>Critical thinking / problem solving:</td>
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<td>Self-reflection:</td>
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<tr>
<td>Global context:</td>
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Student Comments and Reflections:

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Supervisor’s Comments and Reflections:

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____________________________________________________________________________________
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____________________________________________________________________________________