



PERFORMANCE EVALUATION TOOL

Updated June 2022. Visit the Career Center's website for the most up-to-date form.

STUDENT EMPLOYEE NAME

SUPERVISOR NAME

STUDENT SECTION DEADLINE

STUDENT COMPLETES SECTIONS 1 AND 2 (STUDENT SELF-RATING)

SECTION 1. Student Self-Reflection

STRENGTHS

What do you do well?

AREAS FOR GROWTH

What are some areas for growth that you see for yourself?

SUPERVISOR FEEDBACK

What does your supervisor do well? what areas of growth do you see for your supervisor?

SECTION 2. Career Competencies Rating

Below your self-ratings, provide examples of why you gave yourself that rating. In doing so, think about how these skills are transferable to your future career.

SUPERVISOR <input checked="" type="checkbox"/> COMPETENCIES TO RATE & FOCUS ON	STUDENT COMPLETES SELF-RATINGS BELOW	
<input type="checkbox"/> CAREER DEVELOPMENT <ul style="list-style-type: none"> • Access information and opportunities for career exploration • Understand and articulate the importance of transferable skills in the job search process 	Student Self-Rating <input type="text"/>	Supervisor Rating <input type="text"/>
<input type="checkbox"/> CREATIVITY <ul style="list-style-type: none"> • Challenge existing ideas in creative ways to develop new possibilities • Often requires informed risk taking 	Student Self-Rating <input type="text"/>	Supervisor Rating <input type="text"/>
<input type="checkbox"/> CRITICAL THINKING & PROBLEM SOLVING <ul style="list-style-type: none"> • Identify important problems and questions • Gather, analyze, and evaluate information from diverse sources before forming a strategy, decision, or opinion 	Student Self-Rating <input type="text"/>	Supervisor Rating <input type="text"/>
<input type="checkbox"/> DIGITAL PROFICIENCY <ul style="list-style-type: none"> • Use technology to communicate, problem-solve, and complete tasks in a responsible manner 	Student Self-Rating <input type="text"/>	Supervisor Rating <input type="text"/>
<input type="checkbox"/> GLOBAL CONTEXT <ul style="list-style-type: none"> • Demonstrate an understanding of diverse people, cultures, and systems • Understand actions have local and global implications for the future 	Student Self-Rating <input type="text"/>	Supervisor Rating <input type="text"/>
<input type="checkbox"/> INCLUSIVE TEAMWORK <ul style="list-style-type: none"> • Join with individuals and teams from diverse backgrounds to pursue a common goal • Often requires negotiating and managing conflict 	Student Self-Rating <input type="text"/>	Supervisor Rating <input type="text"/>
<input type="checkbox"/> LEADERSHIP <ul style="list-style-type: none"> • Situational judgement and informed risk taking • Resiliency to challenges • Motivate and encourage participation to work towards a shared purpose and vision 	Student Self-Rating <input type="text"/>	Supervisor Rating <input type="text"/>
<input type="checkbox"/> PERSONAL ACCOUNTABILITY <ul style="list-style-type: none"> • Demonstrate integrity, honesty, dependability, responsibility • Accepts guidance and develops effective work habits 	Student Self-Rating <input type="text"/>	Supervisor Rating <input type="text"/>
<input type="checkbox"/> SELF-REFLECTION <ul style="list-style-type: none"> • Evaluate, understand, and communicate personal skills and abilities • Learns from past mistakes through feedback to become more flexible and gain new insights and understandings 	Student Self-Rating <input type="text"/>	Supervisor Rating <input type="text"/>
<input type="checkbox"/> VERBAL & WRITTEN COMMUNICATION <ul style="list-style-type: none"> • Respond to needs of diverse audiences through flexible writing and speaking methods • Develop ideas through written and oral forms of expression 	Student Self-Rating <input type="text"/>	Supervisor Rating <input type="text"/>

SECTION 3. Supervisor Reflection

STRENGTHS

What does the student do well?

AREAS FOR GROWTH

What are some areas for growth that you see for the student?

ADDITIONAL FEEDBACK

Additional feedback & comments for the student.

SECTION 4. Performance Evaluation Conversation

- Signatures below indicated that the student employee and supervisor discussed the performance evaluation above
- Both the student and supervisor keep a copy for their records
- The supervisor is responsible for emailing **The Office of Financial Aid** a copy of this performance evaluation tool

Student Signature

Date

Supervisor Signature

Date