Student Employee Evaluation Form

Performance evaluations for student employees are an integral part to a student’s individual and professional development at Colorado College. Performance evaluations serve as an important tool to assist student employees in further developing their skills by highlighting their strengths and constructively identifying areas for improvement.

This evaluation is an opportunity for supervisors and employees to discuss student employees’ contributions, goals and objectives, clarify job expectations, ask for feedback, make suggestions, and possibly reward a student for exceeding expectations.

Supervisors need to provide evaluations on an annual basis and retain records during the students’ span of employment. Although annual evaluation are required, our office encourages evaluations to occur twice an academic year.

**Name (student employee):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Department**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **CC ID:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Supervisor name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Directions:** Evaluate the employee by checking the appropriate description which best describes their performance. Please consider each factor separately and independently. If you wish, use the space marked Additional Comments to explain your rating for each factor. Many students appreciate an explanation for each ranking within the review process.

|  |  |
| --- | --- |
| **Scale Legend** | |
| **1-Below expectations** | Does not meet the minimum requirements of the position |
| **2-Needs some improvement** | sometimes perform at an acceptable level but are not consistent and need improvement to meet expectations |
| **3-Meets expectation** | Successfully meets all performance expectations/goals and (2) will have demonstrated a satisfactory competence |
| **4-Exceeds expectation** | exhibit high overall performance, routinely go beyond what is expected in order to substantially surpass all of their  key performance expectations/goals |
| **5- N/A** | Not applicable |

**Please rate the following statements using the 1-5 scale. Check only one box which most applies.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Competencies** | **1**  **Below expectations** | **2**  **Needs some improvement** | **3**  **Meets**  **expectation** | **4**  **Exceeds expectations** | **5 N/A** |
| **Work Ethic**   * Consistently works energetically to accomplish tasks * Takes responsibility for work that needs to get done * Does the best job possible in all situations * Does not carry out non-work activities during work   Comments: |  |  |  |  |  |
| **Time Management**   * Uses time effectively while at work for maximum productivity * Consistently meets all work deadlines unless unanticipated and unavoidable interruptions arise * Takes on additional tasks and fits them into schedule when necessary   Comments: |  |  |  |  |  |
| **Professionalism/Customer Service**   * Dress/presentation is appropriate to work position * Arrives punctually for work and remains for entire scheduled time * Does not miss scheduled work except in emergency circumstances * Interacts professionally and courteously with supervisor (as relevant) and others * Speaks with tact, composure and diplomacy in all circumstances * Follows directions when directions are given * Takes on additional tasks when necessary * Responds non-defensively and without blaming others when feedback is given * Anticipates needs/demands of supervisor and others and responds effectively * Interacts respectfully with all people, regardless of their status or identities * Monitors own performance and actively seeks feedback for improvement * Supports others in behaving professionally   Comments: |  |  |  |  |  |
| **Initiative**   * Works independently on tasks, problem-solving, or other situations * Asks for clarification or further information where necessary * Resolves issues or potential issues proactively * Acts resourcefully to accomplish job when supervisor is not available * Continually learns new skills and information where relevant * Uses mistakes to further own knowledge and competence   Comments: |  |  |  |  |  |
| **Technical Knowledge**   * Uses general computer skills necessary to complete tasks * Uses specific computer skills (Excel, etc.) necessary to complete tasks * Uses technical skills other than those related to computers (photocopying, etc.) to complete tasks * Uses technical academic knowledge (e.g., statistics) to complete tasks * Learns and understands new programs and/or technologies to successfully accomplish assigned work duties   Comments: |  |  |  |  |  |
| **Problem-Solving**   * Articulates nature of problem that needs solving * Describes information/tools needed/available to solve problems * Solves straightforward problems by working through them * Solves challenging/ill-defined problems by applying sound reasoning, critical thinking, creativity, analysis, etc. * Obtains, uses, and interprets facts and other information to solve problems * Reliability is demonstrated with attendance and punctuality * Follow established policies, procedures, and practices * Commitment to work schedules and the needs of the position   Comments: |  |  |  |  |  |
| **Analysis**   * Reasons through complicated situations with incomplete information * Breaks problems or situations down into constituent parts * Explains how different parts relate to each other * Draws implications from analysis   Comments: |  |  |  |  |  |
| **Ethical Behavior**   * Makes decisions based on ethical standards rather than bias or potential gain * Takes action based on ethical standards rather than bias or potential gain * Articulates and exemplifies the core values of CC (honor, respect, and integrity) and is able to explain how these affect their position * Explains implications of CC core values (honor, respect, and integrity) for work position and responsibilities * Conscientiously avoids conflicts between personal/private interests and CC responsibilities, including (but not limited to) confidential information, financial transactions, and personal relationships   Comments: |  |  |  |  |  |
| **Appreciation of Diversity**   * Listens to different perspectives non-defensively and without anxiety * Learns from people of different backgrounds or perspectives * Works productively with people from different backgrounds, or with different perspectives * Forges professional relationships with people of different backgrounds or perspectives   Comments: |  |  |  |  |  |
| **Communication Skills**   * Writes clearly, effectively, and with proper audience(s) in mind within context of position * Speaks clearly, effectively, and with proper audience(s) in mind within context of position * Utilizes good listening practices   Comments: |  |  |  |  |  |
| **Team Work**   * Works effectively with others * Uses conflict resolution skills to resolve or defuse disagreements * Articulates team goals and ways to reach those goals * Develops and maintains positive relationships with team members * Acts in ways that influence team members positively * Develops understandings of larger work-related matters such as human motivation, conflict management, group dynamics, and effective work processes   Comments: |  |  |  |  |  |

**Areas of concern and/or goal setting**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This student’s signature does not necessarily mean agreement with the evaluation. The signature only acknowledges that the employee has had an opportunity to review and discuss the evaluation with the supervisor.

Student Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_