

Student Employee Evaluation

Your Name: _____

Student Employee's Name: _____

Evaluation Timeframe: _____

The questions on this evaluation align with the [Career Readiness Competencies](#) identified by the National Association of Colleges & Employers as critical for a successful transition from college to the workplace. This form is intended to help student employees learn more about their strengths and the areas they might need to focus on in order to be maximally successful in the workforce after graduation. Supervisors are encouraged to complete the form and review it with their student employees in a scheduled one-to-one meeting. Feel free to modify this template to best meet the needs of your organization.

Please rate your students in the following areas:

| Critical Thinking / Problem Solving | Strongly Agree | Agree | Disagree | Strongly Disagree | N/A |
|---|----------------|-------|----------|-------------------|-----|
| 1. Shows a sincere interest in understanding the organization, their role, and their assigned tasks | | | | | |
| 2. Practices sound judgment based on an analysis of available data and information | | | | | |
| 3. Demonstrates creativity in approaching tasks, solving problems, and overcoming obstacles | | | | | |
| 4. Seeks out resources and/or asks for help when unsure about how to proceed on tasks. Learns from experiences. | | | | | |

Comments:

| Communication / Leadership | Strongly Agree | Agree | Disagree | Strongly Disagree | N/A |
|--|----------------|-------|----------|-------------------|-----|
| 1. Clearly and efficiently conveys ideas orally to persons inside and outside the organization | | | | | |
| 2. Communicates ideas clearly in writing in a manner suited to the intended audience | | | | | |
| 3. Serve as a role model to others by approaching tasks with confidence and positive attitude | | | | | |
| 4. Takes initiative and seeks opportunities to contribute in group and individual settings. | | | | | |

Comments:

| Teamwork / Equity and Inclusion | Strongly Agree | Agree | Disagree | Strongly Disagree | N/A |
|---|----------------|-------|----------|-------------------|-----|
| 1. Builds constructive working relationships with individuals from a range of backgrounds. Can manage and resolve conflicts in an effective manner. | | | | | |
| 2. Demonstrates inclusiveness, sensitivity, and respect for individuals' differences | | | | | |
| 3. Contributes effectively to collaborative projects | | | | | |
| 4. Adapts well to emerging requests from managers, coworkers, and customers | | | | | |

Comments:

| Professionalism / Technology | Strongly Agree | Agree | Disagree | Strongly Disagree | N/A |
|---|----------------|-------|----------|-------------------|-----|
| 1. Shows a high level of dedication toward doing a good job | | | | | |
| 2. Maintains a regular schedule, makes up missed hours, and is punctual and present | | | | | |
| 3. Organizes and prioritizes work, is self-motivated, manages time, and sees tasks through from start to finish | | | | | |

Comments:

| Career and Self-Development | Strongly Agree | Agree | Disagree | Strongly Disagree | N/A |
|---|----------------|-------|----------|-------------------|-----|
| 1. Shows awareness of own strengths and areas for development | | | | | |
| 2. Self-advocates in a professional manner | | | | | |
| 3. Display curiosity; seek out opportunities to learn | | | | | |
| 4. Can identify and articulate next steps to continue professional growth | | | | | |

Comments:

| Open Category: Position Specific Skills* | Strongly Agree | Agree | Disagree | Strongly Disagree | N/A |
|---|----------------|-------|----------|-------------------|-----|
| 1. Example: Technology - Identifies and effectively uses appropriate technologies and programs to complete work | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |

*Are there any skills or competencies that you feel are important to the job or position that have not been previously listed in this evaluation? If so, please list these skills below and assess the student accordingly

If performance goals were established in a previous meeting, please describe the student's progress towards their goals.

What do you perceive to be the student's greatest strengths that are assets to your office? If possible, please give specific examples/stories to illustrate the student's strengths.

What areas of growth could improve the student's success on the job? If possible, please give 1-3 specific examples.

Supervisor Signature: _____

Date Signed: _____

Student Signature: _____

Date Signed: _____