

## Student Employee Evaluation

Student Name \_\_\_\_\_  
 #919- \_\_\_\_\_ Date \_\_\_\_\_  
 Evaluation period \_\_\_\_\_  
 Department: \_\_\_\_\_ Position: \_\_\_\_\_

*4 = continuously exceeds expectations, 3 = consistently meets expectations, 2 = usually meets expectations, 1 = does not meet expectations*

Employment Competencies	Performance Indicators	4	3	2	1	n/a	Comments
Communication Competencies	Demonstrates effective oral communication competencies.						
	Demonstrates effective written communication competencies.						
	Demonstrates effective listening competencies.						
	Demonstrates effective customer service competencies.						
Critical Thinking/Creativity Competencies	Responds well to changes in the workload or priorities.						
	Demonstrates appropriate analytical competencies.						
	Demonstrates resourcefulness.						
	Demonstrates individual creativity and originality.						
Judgment Competencies	Demonstrates good judgment.						
	Demonstrates effective time management competencies.						
	Demonstrates the ability to prioritize responsibilities.						
	Seeks advice when appropriate.						
Dependability & Initiative	Demonstrates reliability in task completion.						
	Demonstrates initiative and anticipates "next steps".						
	Has acceptable attendance & punctuality.						
Job Knowledge & Quality Competencies	Demonstrates a thorough understanding of & ability to complete job responsibilities.						
	Is thorough & accurate.						
	Possesses appropriate technology skills.						
	Works to meet and exceed specified procedures/direction.						
Personal, Social, & Professional Competencies	Demonstrates a commitment to continuous self-improvement through training.						
	Demonstrates ethical behavior and follows applicable university and department policies.						
	Demonstrates appropriate interpersonal skills and a positive attitude.						
	Presents appropriate personal appearance & attire.						
Teamwork & Leadership Competencies	Demonstrates leadership skills.						
	Is a positive role model for other staff.						
	Collaborates with others to accomplish personal & unit goals.						
<b>OVERALL PERFORMANCE RATING</b>							

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

Student Signature  Date \_\_\_\_\_

Did employee complete career path training?  Yes  No

Would you recommend employee for rehire?  Yes  No

**Office Use Only:** Evaluation Recorded  Date: \_\_\_\_\_

**Evaluation Rubric**  
**(This document describes the Student Employment linkage to the Northwest KQIs)**

<b>Educational KQIs</b>	<b>Service KQIs</b>	<b>Employment Competencies</b>	<b>Competencies Specific to Department/Unit (optional)</b>	<b>Performance Indicators</b>
Communication Competencies	Communicates clearly and courteously the services provided.	Communication Competencies		Demonstrates effective oral communication competencies.
	Listens actively to requests, comments, and concerns.			Demonstrates effective written communication competencies.
				Demonstrates effective listening competencies.
				Demonstrates effective customer service competencies.
Critical/Creative Thinking	Is flexible and open to new ideas.	Critical Thinking/Creativity Competencies		Responds well to changes in the workload or priorities.
				Demonstrates appropriate analytical competencies.
				Demonstrates resourcefulness.
				Demonstrates individual creativity and originality.
Problem Solving	Performs tasks with competence and skill.	Judgment Competencies		Demonstrates good judgment.
				Demonstrates effective time management competencies.
				Demonstrates the ability to prioritize responsibilities.
				Seeks advice when appropriate.
Self-Directed Learning	Provides what s/he agrees to deliver in a timely manner.	Dependability & Initiative		Demonstrates reliability in task completion.
				Demonstrates initiative and anticipates “next steps”.
				Has acceptable attendance & punctuality.
Competence in a Discipline	Performs tasks with competence and skill.	Job Knowledge & Quality Competencies		Demonstrates a thorough understanding of & ability to complete job responsibilities.
				Is thorough & accurate.
				Possesses appropriate technology skills.
				Works to meet and exceed specified procedures/direction.
Personal and Social Development	Treats others with respect, fairness, and honesty.	Personal, Social, & Professional Competencies		Demonstrates a commitment to continuous self-improvement through training.
	Maintains a safe and orderly, healthy, well functioning, and attractive campus.			Demonstrates ethical behavior and follows applicable university and department policies.
				Demonstrates appropriate interpersonal skills and a positive attitude.
				Presents appropriate personal appearance & attire.
Teamwork and Team Leading		Teamwork & Leadership Competencies		Demonstrates leadership skills.
				Is a positive role model for other staff.
				Collaborates with others to accomplish personal & unit goals.
				<b>OVERALL PERFORMANCE RATING</b>