

Student Employee Competencies Evaluation Form

Student Employee's Name: _____ Job Title: _____

Evaluation Period: Mid-Semester Final Today's Date: _____

Effective evaluation of job performance is an on-going process. This form is to review progress toward meeting job expectations, identify growth opportunities and to prepare the student for the working world. These competency areas are based upon the National Association of Colleges and Employers (NACE) Career Readiness Standards.

1 = Unsatisfactory 2 = Needs Improvement 3 = Meets Expectations 4 = Exceeds Expectations

Critical Thinking and Problem Solving	1	2	3	4	N/A
Articulate the problem and identify the desired end result					
Raise vital questions and problems, formulate them clearly and precisely; communicate effectively with others in figuring out solutions					
Think open-mindedly within alternative systems of thought; brainstorm creative options, analyze, and select the best option to achieve the desired results					
Develop and enact a plan of action to achieve the desired end result					
Comments:					

Oral & Written Communication	1	2	3	4	N/A
Use grammar, and/or vocabulary appropriate to the context					
Ensure messages are organized, clear, and consistent with any supporting material					
Tailor the message and delivery method to the topic, audience, purpose, and context					
Engage diverse and competing perspectives and the ways they influence communication					
Comments:					

Teamwork & Collaboration	1	2	3	4	N/A
Integrate team members' diverse viewpoints and build upon or synthesize the contributions of others					
Motivate and support others on the team					
Offer ideas, suggestions, alternative solutions, and feedback					
Account for one's own assigned role and responsibilities on the team					
Negotiate, manage, and resolve conflicts when they arise					
Comments:					

Digital Technology	1	2	3	4	N/A
Leverage existing digital technologies ethically and efficiently to solve problems					
Use technologies to complete tasks and accomplish goals					
Create and share content using general and field-specific technologies					
Demonstrate effective adaptability to new and emerging technologies					
Comments:					

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Leadership	1	2	3	4	N/A
Assess individual and collective strengths, weaknesses and capacities to achieve the desired goal					
Motivate others					
Organize, prioritize and delegate work, roles and responsibilities					
Review outcomes and assess implications for future plans					
Comments:					

Professionalism & Work Ethic	1	2	3	4	N/A
Take responsibility for one's actions and outcomes					
Acknowledge mistakes and learn from them					
Follow through on commitments					
Act with the interest of the larger community in mind					
Comments:					

Career Management	1	2	3	4	N/A
Identify and articulate one's skills, strengths, knowledge, and experiences relevant to the position desired and career goals					
Identify areas necessary for professional growth					
Demonstrate self-advocacy and take the steps necessary to pursue opportunities					
Comments:					

Global & Intercultural Fluency	1	2	3	4	N/A
Identify one's own cultural norms and values; articulate how one's experiences shape these, and how culture shapes personal experiences					
Recognize commonality and differences across and within people and world cultures; and the diverse viewpoints that emerge from these differences and how these factors influence one's relationships with others					
Question explicit and implicit forms of power, privilege, inequality, and inequity					
Engage with people and ideas from other cultures with courage, sensitivity, openness, and curiosity					
Comments:					

Student Employee (Please Print): _____

Student Employee (Signature/Date): _____

Supervisor (Please Print): _____

Supervisors (Signature/Date): _____

Department/Work Site: _____