



## Student Performance Evaluation Template

*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.*

Student Name: \_\_\_\_\_

Banner ID: \_\_\_\_\_

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

Supervisor: \_\_\_\_\_

<b>Job Duties &amp; Responsibilities:</b> <i>Please list primary duties &amp; responsibilities below and rate using Exceeds, Meets or Needs Improvement</i>	Use ✓ to mark box		
	Exceeds	Meets	Needs Improvement
•			
•			
•			
•			
•			

<b>Competencies:</b> <i>Please list example of how Student Exceeds, Meets or Needs Improvement under each competency</i>	Use ✓ to mark box		
	Exceeds	Meets	Needs Improvement
<b>Communication</b> <i>Clearly understands others and effectively conveys thoughts using proper means of communication</i>			
<b>Teamwork &amp; Collaboration</b> <i>Committed to team and organizational objectives. Carries own share of work and helps others.</i>			
<b>Inter-personal Skills &amp; Customer Service</b> <i>Strives to meet and exceed customer expectations using strong verbal skills and problem solving capability. Seeks ways to deliver quality service.</i>			
<b>Professionalism &amp; Work Ethic</b> <i>Takes responsibility for ones actions and outcomes; Sets high standards of performance for self and others.</i>			
<b>Problem Solving &amp; Critical Thinking</b> <i>Develops alternative solutions and uses resources creatively in addressing existing or anticipated work problems</i>			
<b>Leadership</b> <i>Motivates others; ability to organize, prioritize and delegate work. Assesses individual and collective capabilities to achieve goals</i>			

Development Opportunities	
1.	
2.	
3.	

Other Feedback

Acknowledgments			
Student		Supervisor	