|  |
| --- |
| Student Employee Name: Student 95#: |
| Supervisor Name: Mid-Year Date: End-of-Year Date: |

### The student employee and supervisor should work together as partners to complete this performance evaluation. Each should rate the student’s performance independently and then come together in a discussion twice per year. This process allows student employees to equally contribute to their learning throughout the experience. The evaluation should serve as a tool for motivation, clarification of areas for improvement, and discussion throughout the student employee experience.

### **Rating Scale**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | N/A |
| Does Not Meet Expectations | Meets Some Expectations | Meets All  Expectations | Exceeds  Expectations | Not Applicable |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Customized Learning Outcomes**  Use the customized learning outcomes created in the Student Employee Learning Agreement | | **Employee Mid-year**  (1-4) | **Supervisor Mid-year**  (1-4) | **Employee End-of-year** (1-4) | **Supervisor End-of-year** (1-4) |
|  | |  |  |  |  |
|  | |  |  |  |  |
|  | |  |  |  |  |
|  | |  |  |  |  |
| **TOTALS** | | **/ 16** | **/ 16** | **/ 16** | **/ 16** |
| **Customized Learning Outcomes**  **Mid-Year Comments & Strategies for Improvement** | **Customized Learning Outcomes**  **End of Year Comments & Strategies for Improvement** | | | | | |
| Student Employee: | Student Employee: | | | | | |
| Supervisor: | Supervisor: | | | | | |
| **Core Learning Outcomes**  The Student Employment Enhancement Committee has identified 6 learning outcomes for all student employment experiences. | | **Employee Mid-year**  **(1-4)** | **Supervisor Mid-year**  **(1-4)** | **Employee End-of-year (1-4)** | **Supervisor End-of-year (1-4)** |
| **Communication Skills**   * Demonstrates strong verbal and written communication skills * Communicates in a professional and respectful manner both verbally and in writing * Initiates communication when needed by asking questions, addressing issues that develop and keeping others informed * Demonstrates effective listening and observation skills | |  |  |  |  |
| **Professionalism Skills** *\*based on United States’ business culture*   * Presents themselves professionally (appropriate attire and personal hygiene) and complies with workplace schedule communicating any issues in a timely and appropriate manner * Communicates with tact, diplomacy, and composure when dealing with others and supervisor * Comes to work with a positive, present energy ready to engage in the workplace * Monitors own performance, actively seeking feedback, and eliminates ineffective activities to close performance gaps * Complies with University of Oregon’s policies around confidentiality and data | |  |  |  |  |
| **Critical Thinking Skills**   * Monitors own performance, actively seeking feedback, and eliminates ineffective activities to close performance gaps * Exercises sound, accurate and informed independent judgement of what is needed * Demonstrates the capacity to revise personal opinions, adapt actions in light of new information, and consider multiple points of view * Demonstrates the ability to perceive needs and makes the effort to consider what is best for the situation | |  |  |  |  |
| **Problem Solving Skills**   * Displays a proactive, problem solving approach towards work * Actively seeks and initiates creative and innovative solutions * Collaborates effectively with supervisor and others to solve problems * Problem solves ethically about the needs of the system | |  |  |  |  |
| **Teamwork Skills**   * Builds and maintains constructive working relationships and accepts feedback and input from others * Cooperates with others toward the achievement of common goals while seeking consensus and win-win solutions to problems and conflicts * Undertakes or demonstrates leadership and/ or leadership support when appropriate while putting the success of the team above own interests * Demonstrates an understanding of the organization’s and team’s culture and mission | |  |  |  |  |
| **Intercultural Competency Skills**   * Learns from/about others different to them and assesses how to better respond to their needs * Demonstrates the ability to work respectfully with individuals from different backgrounds or perspectives * Responds inclusively and equitably to intercultural situations and needs * Takes the initiative to model or promote an inclusive and equitable work environment | |  |  |  |  |
| **TOTALS** | | **/ 24** | **/ 24** | **/ 24** | **/ 24** |
| **Core Learning Outcomes**  **Mid-Year Comments & Strategies for Improvement** | **Core Learning Outcomes**  **End of Year Comments & Strategies for Improvement** | | | | | |
| Student Employee: | Student Employee: | | | | | |
| Supervisor: | Supervisor: | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **OVERALL** | **Employee Mid-year** | **Supervisor Mid-year** | **Employee End-of-year** | **Supervisor End-of-year** |
| **TOTALS** | **/ 40** | **/ 40** | **/ 40** | **/ 40** |
| **Overall Mid-Year Comments & Strategies for Improvement** | **Overall End of Year Comments & Strategies for Improvement** | | | |
| Student Employee: | Student Employee: | | | |
| Supervisor: | Supervisor: | | | |

### **End of Year Signatures:**

Academic Year \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number of hours worked by student \_\_\_\_\_\_\_\_\_

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

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

**Provide copies of this evaluation and all attachments to the student and keep a copy on file.**