|  |
| --- |
| 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.**