

LifeWorks Student Employee Evaluation (Entry and Intermediate Jobs)

Student Employee Name _____ Job Title: _____ Level: _____

Supervisor / Evaluator Name _____ Department: _____ Date _____

The purpose of the Student Employee Performance Evaluation is to facilitate communication between the supervisors and their student employees in entry and intermediate jobs. It is designed to provide constructive feedback to students about their work performance and professional skillsets, and to assist with creation of mutually agreed-upon professional development goals / strategies. Please use the scale below when rating student performance.

E = Excellent | AA = Above Average | A = Average | IN = Improvement Needed | US = Unsatisfactory | N/A = Not Applicable

Job Performance	Rating	Supervisor's Comments
Overall job performance: fulfilling the duties of their current LifeWorks position		
Cooperation: interacts harmoniously with others in the workplace (i.e., colleagues, supervisors, customers, etc)		
Dependability: reliable, efficiently / accurately completes tasks, shows up to work consistently on time		
Professionalism: represents office well, adheres to departmental policies (cell phone usage, dress codes, etc)		
Engagement & Initiative: engaged at work, effectively works on own, seeks assistance / additional tasks as needed		
Other:		

Please also review the 8 NACE Career-Readiness Competencies listed below (on the next page) and give this student employee feedback about 2-3 of their primary strengths and/or areas for further growth. If possible, set some clear and measurable goals for their professional development over the next few weeks / months.

Career-Readiness Competency (and/or Job Specific Skills)	Is this a Strength or Growth Area?	Supervisor Comments (and/or Professional Development Goals)

Student Signature _____ Date _____ Supervisor Signature _____ Date _____

8 Career Readiness Competencies from the National Association of Colleges & Employers (www.NACE.org)

Critical Thinking / Problem Solving Uses sound reasoning and analytical skills to analyze issues, make decisions, & overcome problems. Obtains, interprets, and uses knowledge, facts, and data in this process. Demonstrates originality and inventiveness.

Oral/Written Communications Keeps supervisor and co-workers appropriately informed. Informs supervisor in advance, if unable to report to work. Communicates well orally, written, or by phone, as applicable to the job.

Teamwork / Collaboration Builds collaborative relationships with diverse coworkers. Works well in a team environment.

Digital Technology Leverages existing technology ethically and efficiently to complete tasks. Adapts to new technologies.

Leadership: Leverages the strengths of others to achieve common goals. Uses interpersonal skills to coach, develop, and motivate others. Organize, prioritize, and delegate work.

Professionalism/Work Ethic: Appropriate conduct & appearance, positive attitude, dependable, responsive. Exhibits effective work habits such as punctuality, productivity, personal accountability, time management, integrity, and ethical behavior

Career Management: Can identify and articulate skills, strengths, knowledge, experience, and growth areas related to career goals. Navigates job options. Prepares to pursue job opportunities.

Global / Intercultural Fluency: Demonstrates openness, inclusiveness, sensitivity, and the ability to interact respectfully with all people. Understands individuals' differences

Optional Evaluation Discussion Questions

1. *What do you enjoy most about your current role? Who so?*
2. *What do you like least / what would you change if you could? Why so?*
3. *How could you be better supported in your current role?*
4. *Other questions?*

Optional Reflection Discussion Questions: Iowa GROW (Guided Reflection On Work)

1. *How is this job fitting in with your academics?*
2. *What are you learning here that is helping you in school?*
3. *What are you learning in class that you can apply here at work?*
4. *Can you give me a couple of examples of things you've learned here that you think you'll use in your chosen profession?*