Student Employee Performance Evaluation Template

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| Student Employee’s Name: |  |
| Supervisors Name: |  |
| Unit: |  |
| Your Email Address: |  |
| Dates of Employment: |  |

Supervisors are encouraged to complete the form and review it with their student employee in a scheduled one-to-one meeting. Please rate your student employee in the following areas:

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| **Manage Self** | Strongly Agree | Agree | Disagree | Strongly Disagree | N/A |
| 1. Maintains agreed upon schedule, is punctual, and communicates schedule changes appropriately.
 |  |  |  |  |  |
| 1. Prepares in advance, plans ahead to get tasks done, meets deadlines, and follows through until projects are complete.
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| 1. Seeks out opportunities and finds ways to contribute in a significant way to projects.
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| 1. Adapts well to emerging requests from managers, coworkers, and customers.
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| 1. Shows a willingness to change in response to new information.
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| 1. Creates and implements contingency plans if and when existing plans go awry.
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| 1. Admits to and corrects mistakes when they are made.
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| 1. Seeks out resources and/or asks for help when unsure about how to proceed on tasks.
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Comments:

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| **Engage Others** | Strongly Agree | Agree | Disagree | Strongly Disagree | N/A |
| 1. Listens attentively to supervisors, colleagues, customers, and peers.
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| 1. Asks thoughtful questions to better understand tasks and projects.
 |  |  |  |  |  |
| 1. Assesses situations well knowing when to lead and speak up, or when to follow and observe.
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| 1. Tailors the content and delivery of oral and written communication to the audience appropriately.
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| 1. Relates to peers and customers with empathy and curiosity.
 |  |  |  |  |  |
| 1. Builds constructive working relationships with individuals from a range of backgrounds.
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| 1. Demonstrates inclusiveness, sensitivity, and respect for individual differences.
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Comments:

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| **Produce Results** | Strongly Agree | Agree | Disagree | Strongly Disagree | N/A |
| 1. Gathers information from diverse sources to better understand a project and make decisions.
 |  |  |  |  |  |
| 1. Practices sound judgment based on an analysis of available data and information.
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| 1. Generates numerous solutions or ways of approaching tasks.
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| 1. Anticipates possible challenges, drawbacks, or pitfalls to a given idea.
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| 1. Reflects on performance and makes adjustments accordingly.
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| 1. Accepts and implements feedback on their performance.
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| 1. Analyzes how a given task or project impacts the larger mission or purpose of the organization.
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Comments:

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If learning or performance goals were established, please describe the intern’s progress towards their goals.

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What do you perceive to be the student employee’s greatest strengths that are assets to your organization? If possible, please give specific examples/stories to illustrate your intern’s strengths.

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What areas of growth could improve the student employee’s success in your field? If possible, please give 1-3 specific examples.

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| Supervisor Signature: | Date Signed: |
| Student Employee’s Signature: | Date Signed: |