

Career Development Evaluation Tool

Student Employee Name:

Student ID:

Evaluation Period:

Supervisor Name:

Department:

Date:

Section 1: Student Self-Reflection

Strengths: What did you do well?

Areas for Growth: What are some areas where you would like to continue to grow?

Overall Feedback: Please provide feedback on your on-campus work experience in your role and with the department. For example, what were your favorite aspects of this role and which elements did you find the most challenging?

Section 2: Career Competencies Rating

Below your self-ratings, provide examples of why you gave yourself that rating. In doing so, consider how these skills can be transferred to your future career.

Ratings are assessed on a scale of 1 to 5, with 5 representing the highest score.

1. Unsatisfactory
2. Marginal
3. Meets Expectations
4. Exceeds Expectations
5. Exceptional

Career Development:

- Access information and opportunities for career exploration
- Understand and articulate the importance of transferable skills in the job search process
- Accepts constructive feedback from others and learns from mistakes
- Self-advocates in a professional manner
- Can identify their own strengths and weaknesses
- Assumes duties that will help one progress professionally or in their future career

Student Self-Rating: Select Rating and Provide a Brief Explanation of Your Rating

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Supervisor Rating: Select Rating and Provide a Brief Explanation of Your Rating

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Critical Thinking & Problem Solving:

- Identifies important problems and questions
- Gathers, analyzes, and evaluates information from various sources before forming a strategy, decision, or opinion
- Shows a sincere interest in understanding the organization and their role and assigned tasks
- Seeks out resources and asks for help when unsure about how to proceed on tasks

Student Self-Rating: Select Rating and Provide a Brief Explanation of Your Rating

Supervisor Rating: Select Rating and Provide a Brief Explanation of Your Rating

Teamwork:

- Joins with individuals and teams to pursue a common goal
- Ability to negotiate and manage conflict
- Builds constructive working relationships with individuals
- Contributes effectively to collaborate on projects and tasks given to achieve common goals

Student Self-Rating: Select Rating and Provide a Brief Explanation of Your Rating

Supervisor Rating: Select Rating and Provide a Brief Explanation of Your Rating

Leadership:

- Demonstrates situational judgment and informed risk-taking
- Proven resilience to challenges
- Motivates and encourages participation to work towards a shared purpose and vision
- Takes initiative, seeks opportunities to contribute and serves as a role model for others
- Uses innovative thinking to go beyond traditional methods

Student Self-Rating: Select Rating and Provide a Brief Explanation of Your Rating

Supervisor Rating: Select Rating and Provide a Brief Explanation of Your Rating

Professionalism:

- Demonstrates integrity, honesty, dependability, responsibility, and respect for the organization, staff, policies and norms
- Accepts guidance and develops effective work habits
- Maintains a regular schedule, makes up missed hours (if opportunity for this is offered) and is punctual and present
- Organizes and prioritizes work, manages time and sees tasks through from start to finish

Student Self-Rating: Select Rating and Provide a Brief Explanation of Your Rating

Supervisor Rating: Select Rating and Provide a Brief Explanation of Your Rating

Technology:

- Uses technology to communicate, problem-solve, and complete tasks in a responsible manner
- Identifies and effectively uses appropriate technologies to complete work and is open to learning new technologies

Student Self-Rating: Select Rating and Provide a Brief Explanation of Your Rating

Supervisor Rating: Select Rating and Provide a Brief Explanation of Your Rating

Communication:

- Responds to the needs of audiences through flexible writing and speaking methods
- Develops ideas through written and oral forms of expression
- Clearly and efficiently conveys ideas, facts and perspectives verbally
- Communicates ideas in a clear and organized manner in writing that is suited to the intended audience

Student Self-Rating: Select Rating and Provide a Brief Explanation of Your Rating

Supervisor Rating: Select Rating and Provide a Brief Explanation of Your Rating

Section 3: Supervisor Reflection

Strengths: What does the student staff do well?

Areas For Growth: What are some areas where you would like to see the student staff continue to grow?

Additional Feedback: Additional feedback & comments for the student staff.

Section 4: Performance Evaluation Conversation

- The signatures below indicate that the student employee and supervisor discussed the performance evaluation above
- Both the student and supervisor keep a copy for their records
- The supervisor is responsible for emailing **The Office of Student Employment Services (studemp@champan.edu)** a copy of this performance evaluation tool

Student Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____