**Alma College**

**Student Staff Evaluation**

Employee Name:

Supervisor Name:

Date:

*This evaluation is to be used to assess the student staff member’s effectiveness in fulfilling the expectations of their position. In addition, it is intended to help the staff member and supervisor monitor the individual staff member’s progress. Strengths and weaknesses should be determined through the overall evaluation in order to assist the student staff member in establishing personal goals to be accomplished within their position.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Dependability and Cooperation:** *Reliable and prompt; efficiently completes tasks accurately and thoroughly* *Comments:*  | **Exceeds Expectation** | **Meets Expectations** | **Does Not Meet Expectations** |
| **Quality of Work:** *Work is accurate and thorough and utilizes time effectively* *Comments:*  | **Exceeds Expectation** | **Meets Expectations** | **Does Not Meet Expectations** |
| **Leadership:** *Effectively problem-solves, communicates clearly, and serves as a role model to others**Comments:*  | **Exceeds Expectation** | **Meets Expectations** | **Does Not Meet Expectations** |
| **Professionalism:** *Respects departmental policies (appropriate dress, cell phone use, etc.)**Comments:*  | **Exceeds Expectation** | **Meets Expectations** | **Does Not Meet Expectations** |
| **Motivation and Initiative:** *Is motivated to finish work on time or properly; takes initiative to start new tasks, come up with ideas, or finish work creatively.* *Comments:*  | **Exceeds Expectation** | **Meets Expectations** | **Does Not Meet Expectations** |
| **Confidentiality:** *Maintains strict confidentiality of departmental information* *Comments:* | **Exceeds Expectation** | **Meets Expectations** | **Does Not Meet Expectations** |
| **Overall Assessment** *Comments:*  | **Exceeds Expectation** | **Meets Expectations** | **Does Not Meet Expectations** |

**Student staff member’s comments regarding the evaluation and areas for performance improvement in the upcoming term:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Additional comments by evaluator:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This evaluation has been explained to me and I understand the contents. I also understand that my signature does not necessarily indicate my agreement with the above evaluation.

|  |  |
| --- | --- |
| Signature of Employee:  | Date: |
| Signature of Supervisor:  | Date:  |

**Additional topics for discussion:**

* What are you learning and what do you hope to learn from this position?
* As your supervisor, what can I do to help you perform better?
* How does this position support your academics or future career path?
* What do you like about this position?
* What isn’t working and how can we improve it?