**Student Employee Annual Evaluation**

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| **EMPLOYEE INFORMATION** |
| Employee Name | Job Title  |
| Supervisor | Review Period         From:          /           /            To:          /           /    Semesters Worked:             |
| **CORE VALUES AND OBJECTIVES** |
| **Performance Category** | **Rating** | **Comments and Examples** |
| **Knowledge of Job Responsibilities:***Performs work by following specified procedures and directions.  Knowledgeable about operations of ESU and general campus information.* | ❑ Exceeds expectations❑ Meets expectations❑ Needs improvement❑ Unacceptable |  |
| **Dependability:***Trustworthy, punctual, , responsible.**Efficiently completes tasks accurately and thoroughly.* | ❑ Exceeds expectations❑ Meets expectations❑ Needs improvement❑ Unacceptable |  |
| **Initiative:***Ability to act on own. Responsibility to accomplish needed work. Resourceful.**Asking staff if things need to be done, seeing things that can be done and completing them.* | ❑ Exceeds expectations❑ Meets expectations❑ Needs improvement❑ Unacceptable |  |
| **Communication Skills:***Exhibits good listening and comprehension skills. Effectively expresses oneself in all written and oral communications. Responds with tact, diplomacy and composure when dealing with others.* | ❑ Exceeds expectations❑ Meets expectations❑ Needs improvement❑ Unacceptable |  |
| **Diversity & Inclusion:***Contributes to fostering a climate of diversity and inclusiveness that values and celebrates differences.  Treats co-workers and ESU guests respectfully, fairly and equitably.*   | ❑ Exceeds expectations❑ Meets expectations❑ Needs improvement❑ Unacceptable |  |
| **Cooperation:***Willing to accept all job assignments. Works harmoniously and effectively with co-workers, supervisors, and guests of the ESU.**Actively contributes and fully participates in team initiatives.* | ❑ Exceeds expectations❑ Meets expectations❑ Needs improvement❑ Unacceptable |  |
| **Leadership:***Seeks opportunities for enhancement. Takes ownership.  Leads by example. Models good behavior.* | ❑ Exceeds expectations❑ Meets expectations❑ Needs improvement❑ Unacceptable |  |
| **Professionalism:** *Respects departmental policies (i.e. dress code, cell phone usage, homework, etc.)* | ❑ Exceeds expectations❑ Meets expectations❑ Needs improvement ❑ Unacceptable |  |
| **Confidentiality:** *Maintains strict confidentiality of department information.* | ❑ Exceeds expectations❑ Meets expectations❑ Needs improvement❑ Unacceptable |  |
| **Goals** |
| Review progress in completion of goals set at previous evaluation.   |
| **OVERALL RATING** |
| ❑ **Exceeds Expectations***Employee consistently performs at a high level that exceeds expectations* | ❑ **Meets Expectations***Employee satisfies all essential job requirements; may exceed expectations periodically; demonstrates likelihood of eventually exceeding expectations* | ❑ **Needs Improvement***Employee consistently performs below required standards/expectations for the position; training or other action is necessary to correct performance* |     ❑ **Unacceptable***Employee is unable or unwilling to perform required duties according to company standards; immediate improvement must be demonstrated* |
| Comment on the employee's overall performance. |
| **EMPLOYEE COMMENTS (OPTIONAL)** |
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| **ACKNOWLEDGEMENT** |
| I acknowledge that I have had the opportunity to discuss this performance evaluation with my supervisor and I have received a copy of this evaluation.Employee Signature:                                                                                                        Date: |
| Supervisor Signature:                                                                                                       Date: |