**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: | | | | | | |