

Performance Evaluation

Effective evaluation of job performance is an on-going process. This form is to review progress toward meeting job expectations. The purpose of the appraisal is to identify growth opportunities and to prepare the student for their career. These competency areas are based upon the National Association of Colleges and Employers (NACE) Career Readiness Standards.

Employee Name [Printed]

Supervisor Name [Printed]

Position of Employee

Evaluation Period

PERFORMANCE RATING CATEGORIES AND DEFINITIONS

- 5 Exceptional** – Ideal employee, completely competent
- 4 Above Average** – Compared to the work group, performance is better than most
- 3 Solid Performance** – Does what is required at an expected level
- 2 Below Average** – Compared to the work group, performance lacks in several areas
- 1 At Risk** - Employee is at risk of termination, immediate correction and training needs to be followed

Quick View of Career Readiness Competency

5	4	3	2	1		Critical Thinking/Problem-Solving Exercises sound reasoning to analyze issues, make decisions, and overcome problems. The employee is able to obtain, interpret, and use knowledge, facts, and data in this job and demonstrates originality and inventiveness.
5	4	3	2	1		Oral/Written Communication Articulates thoughts and ideas clearly and effectively to persons inside and outside the organization. The individual is able to communicate effectively and is able to express ideas.
5	4	3	2	1		Teamwork/Collaboration Able to work in a team structure and can negotiate and manage conflict. Builds collaborative relationships with colleagues and customers representing diverse cultures, lifestyles, and viewpoints.
5	4	3	2	1		Information Technology Application Uses appropriate technology to accomplish a given task. Is able to use and apply the technology used within the position. The student employee understands when it is appropriate to use personal technology such as cell phones.
5	4	3	2	1		Leadership and/or Management Leverages the strengths of others to achieve the goal of the organization. Coaches and motivates others; able to organize, prioritize, and delegate work.
5	4	3	2	1		Professionalism Accountable for work habits including punctuality, working productivity, and time management. Understands non-verbal communication and professional work image. Acts responsibly and ethically. Is able to learn from mistakes.
5	4	3	2	1		Career Management Treats current position as a learning opportunity for future career. Can identify skills gained that will increase career readiness. Understands and acts with the interest of the organization in mind.
_____ / 35						Overall Add points from previous competency areas for an overall score. This score is for reference only.

Employee Voice

1. **What are your career goals after UNI? How is this job preparing you?**

Employee Comments

Supervisor Comments

2. **What could we do, as your employer, to help you improve your skills or knowledge?**

Employee Comments

Supervisor Comments

3. **Overall, what parts of the job do you enjoy the most?**

Employee Comments

Supervisor Comments

4. **What is one professional skill you would like to grow/improve in while working in this position?**

Employee Comments

Supervisor Comments

5. **How can I be a better supervisor or manager?**

Employee Comments

Supervisor Comments

Action Plan

Supervisor

Please list any items for follow-up including training opportunities, additional responsibility, or notes.

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Employee

- I agree with this performance evaluation
- I disagree with this performance evaluation

Supervisor Signature

Date

Employee Signature

Date

Please note, this is not an official record and will not be included in a permanent employment file beyond the time of employment within the department.

The purpose of this evaluation is for educational and professional development.