



**The University Corporation at Monterey Bay
Student Employee Performance Evaluation Form**

Student Employee's Name: _____

Job Title: _____

Evaluation Period: _____ **Today's Date:** _____

The performance review process is designed to provide an opportunity for joint performance planning, ongoing performance feedback and progress reviews, and a final year-end review. The key goals of the program are to:

- *Increase each employee's effectiveness in meeting the overall mission of the organization.*
- *Ensure ongoing communication and feedback between the supervisor and employee.*
- *Provide a formal basis for linking each employee's performance to the employee's pay*

All characteristics may not apply to each student, therefore, if a category cannot be rated OBJECTIVELY, please select "NOT APPLICABLE".

Please rate the student worker's performance in the areas listed, using the rating scale below.

1 -Exceeds Expectations 2- Meets Expectations NI- Needs Improvement N/A- Not Applicable

Competencies	Employee Rating and Supporting Comments	Supervisor Rating and Supporting Comments
<p>CRITICAL THINKING/PROBLEM SOLVING:</p> <p>Exercises sound reasoning to analyze issues, makes decisions and overcomes problems. Able to obtain, interpret and use knowledge, facts and data.</p>		
<p>ORAL/WRITTEN COMMUNICATIONS:</p> <p>Expresses thoughts and ideas clearly and effectively in written and oral form to all constituents.</p>		

<p>TEAMWORK/COLLABORATION:</p> <p>Builds collaborative relationships with colleagues and customers with diverse backgrounds and viewpoints. Able to work in a team structure and manage conflict.</p>		
<p>INFORMATION TECHNOLOGY APPLICATION:</p> <p>Uses appropriate technology to accomplish a given task. Able to apply computing skills to solve problems.</p>		
<p>LEADERSHIP:</p> <p>Leverages the strengths of others to achieve common goals. Uses interpersonal skills to coach and develop others. Able to manage own emotions and those of others. Uses empathy to guide and motivate, organize, prioritize and delegate work.</p>		
<p>PROFESSIONALISM/WORK ETHIC:</p> <p>Demonstrates personal accountability and effective work habits, e.g., punctuality, productivity, workload management. Understands the impact of non-verbal communication. Demonstrates integrity and ethical behavior, acts responsibly with the interests of the larger community in mind. Able to learn from his/her mistakes.</p>		
<p>CAREER MANAGEMENT:</p> <p>Identifies and articulates skills, strengths, knowledge and experiences relevant to position. Understands how to appropriately self-advocate in the workplace.</p>		



<p>QUALITY AND QUANTITY OF WORK:</p> <p>Works effectively and efficiently. Able to meet deadlines and accomplish multiple tasks with accuracy and thoroughness.</p>		
<p>CUSTOMER SERVICE:</p> <p>Ensures that the department and university are accurately and positively portrayed. Requests are timely and accurate, and response is complete.</p>		
<p>KNOWLEDGE AND SKILLS:</p> <p>Demonstrates working level of skill/knowledge in area of expertise. Applies professional and technical expertise to best meet department/area needs.</p>		

Employee's Comments (may include employment environment and feedback regarding supervisor):

General Comments (includes areas of strength and areas needing improvement):

Goals:

Supervisor Signature _____ Date _____



Employee Acknowledgement: I certify that this report has been discussed with me. I understand my signature does not necessarily indicate agreement. I understand that I may respond in writing to any aspect of this evaluation and that this response will be placed in my personnel file.

Student Employee Signature _____ **Date** _____

Submit completed form to hr_corporation@csumb.edu