

CLEVELAND STATE UNIVERSITY
Supervisor's Evaluation of Hourly Student Employee

STUDENT EMPLOYEE NAME: _____

ID: _____ **DEPARTMENT:** _____

Guidelines:

Supervisors of student employees are encouraged to evaluate the professional development of their student staff at least once a semester, using this evaluation form. This is an important learning opportunity for you and your student employee as the both of you reflect on the expectations and outcomes of the position. Your student's greater potential, not the assigned tasks on the job description, should be considered in your assessment.

STUDENT EMPLOYEE KNOW-HOW AREAS: (CHECK ONE)

- **Student Employee Knows How to Effectively Communicate**

___ IMPROVEMENT NEEDED: Student employee does not always meet expectations. Student employee often needs instructions repeated; may not take appropriate notes. Student is frequently unclear when expressing himself/herself; may not ask appropriate questions.

___ MEETS EXPECTATIONS: Student employee generally meets expectations. Student employee generally demonstrates effective verbal and written communication (including listening skills).

___ EXCEEDS EXPECTATIONS: Student employee generally exceeds expectations of the position. Student employee's effective communication skills have led to increased productivity.

___ OUTSTANDING PERFORMANCE: Student employee consistently exceeds expectations of the position. Student employee provides valuable suggestions, interprets and responds to procedures effectively

- **Student Employee Knows How to Demonstrate Critical Thinking Skills**

___ IMPROVEMENT NEEDED: Student employee does not always meet expectations. Student employee often needs too much detailed and direct guidance completing assignments. Student is frequently unable to identify and resolve routine problems that fall within his/her area of responsibility, leading to over-dependence on others.

___ MEETS EXPECTATIONS: Student employee generally meets expectations. Student employee generally demonstrates effective critical thinking skills (problem-solving, decision making, applied knowledge, and/or creativity).

___ EXCEEDS EXPECTATIONS: Student employee generally exceeds expectations of the position. Student employee's effective critical thinking skills have led to increased productivity.

___ OUTSTANDING PERFORMANCE: Student employee consistently exceeds expectations of the position. Student employee identifies key problems and initiates the development of permanent solutions.

Student Employee Knows How to Participate as a Productive Member of a Team

___ IMPROVEMENT NEEDED: Student employee does not always meet expectations. Student may have difficulty interacting with others. Student frequently does not communicate information effectively and may be negative or lack initiative. Use of earplugs may interfere with interactions; attendance may be sporadic.

___ MEETS EXPECTATIONS: Student employee generally meets expectations. Student employee seeks help when necessary; generally demonstrates effective teamwork skills (relationship building, interpersonal social skills).

___ EXCEEDS EXPECTATIONS: Student employee generally exceeds expectations of the position. Student employee's positive attitude and effective teamwork skills have led to increased productivity.

___ OUTSTANDING PERFORMANCE: Student employee consistently exceeds expectations of the position. Student assists coworkers as needed; recognizes mutual roles and expertise within a group. The student employee is a positive, contributing, member of the work team.

- **Student Employee Knows How to Utilize Information and Technology-Effectively**

___ IMPROVEMENT NEEDED: Student employee does not always meet expectations. Student employee often has difficulty operating office applications and equipment. Student must frequently be retrained, resulting in lost time and reduced productivity. Errors may be present in work. Ineffectively checks own work.

___ MEETS EXPECTATIONS: Student employee generally meets expectations. Student employee generally demonstrates effective technology skills (Word, Excel, PowerPoint, Internet, Email, etc.) and proofreads his/her own work.

___ EXCEEDS EXPECTATIONS: Student employee generally exceeds expectations. Student employee's effective technology skills lead to increased quality and quantity of usable work.

___ OUTSTANDING PERFORMANCE: Student employee consistently exceeds expectations. Student employee shares improved ways of using technologies. Student seeks venues for advanced learning.

- **Student Employee Knows How to Implement Self-Management Skills**

___ IMPROVEMENT NEEDED: Student employee does not always meet expectations. Student employee often needs motivation and assistance prioritizing and completing tasks. Student frequently wastes time or fails to make sufficient progress on important tasks. Personal business may interfere with completing assignments.

___ MEETS EXPECTATIONS: Student employee generally meets expectations. Student employee generally demonstrates dependable work habits (time management, prioritization, personal responsibility).

___ EXCEEDS EXPECTATIONS: Student employee generally exceeds expectations. Student employee's effective self-management skills lead to increased productivity. Student employee regularly performs assignments with exceptional competence while demonstrating a positive attitude, needing little supervision.

___ OUTSTANDING PERFORMANCE: Student employee consistently exceeds expectations. Student uses work experience to improve his/her own professional development. Student accepts personal responsibility for reaching goals and displays initiative and personal responsibility.

Supervisor's Comments:

Please indicate what steps the student must take to fully meet the responsibilities of the job.

Signature, Student Employee

Date

Signature, Supervisor

Date

Please return the completed evaluation to:

Student Employment, RW 280