

**LifeWorks Student Employee Evaluation (Level 1-2 Jobs)**

Student Employee Name \_\_\_\_\_ Job Title: \_\_\_\_\_ Level: \_\_\_\_\_

Supervisor / Evaluator Name \_\_\_\_\_ Department: \_\_\_\_\_ Date \_\_\_\_\_

*The purpose of the Student Employee Performance Evaluation is to facilitate communication between the supervisors and their student employees in level 1-2 jobs. It is designed to provide constructive feedback to students about their work performance and professional skillsets, and to assist with creation of mutually agreed-upon professional development goals / strategies. Please use the scale below when rating student performance.*

**E = Excellent | AA = Above Average | A = Average | IN = Improvement Needed | US = Unsatisfactory | N/A = Not Applicable**

Job Performance	Rating	Supervisor's Comments
<b>Overall job performance:</b> fulfilling the duties of their current LifeWorks position		
<b>Cooperation:</b> interacts harmoniously with others in the workplace (i.e., colleagues, supervisors, customers, etc)		
<b>Dependability:</b> reliable, efficiently / accurately completes tasks, shows up to work consistently on time		
<b>Professionalism:</b> represents office well, adheres to departmental policies (cell phone usage, dress codes, etc)		
<b>Engagement &amp; Initiative:</b> engaged at work, effectively works on own, seeks assistance / additional tasks as needed		
<b>Other:</b>		

Please also review the 8 NACE Career-Readiness Competencies listed below (on the next page) and give this student employee feedback about 2-3 of their primary strengths and/or areas for further growth. If possible, set some clear and measurable goals for their professional development over the next few weeks / months.

Career-Readiness Competency (and/or Job Specific Skills)	Is this a Strength or Growth Area?	Supervisor Comments (and/or Professional Development Goals)

Student Signature \_\_\_\_\_ Date \_\_\_\_\_ Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

## 8 Career Readiness Competencies from the National Association of Colleges & Employers ([www.NACE.org](http://www.NACE.org))

**Critical Thinking / Problem Solving** Uses sound reasoning and analytical skills to analyze issues, make decisions, & overcome problems. Obtains, interprets, and uses knowledge, facts, and data in this process. Demonstrates originality and inventiveness.

**Oral/Written Communications** Keeps supervisor and co-workers appropriately informed. Informs supervisor in advance, if unable to report to work. Communicates well orally, written, or by phone, as applicable to the job.

**Teamwork / Collaboration** Builds collaborative relationships with diverse coworkers. Works well in a team environment.

**Digital Technology** Leverages existing technology ethically and efficiently to complete tasks. Adapts to new technologies.

**Leadership:** Leverages the strengths of others to achieve common goals. Uses interpersonal skills to coach, develop, and motivate others. Organize, prioritize, and delegate work.

**Professionalism/Work Ethic:** Appropriate conduct & appearance, positive attitude, dependable, responsive. Exhibits effective work habits such as punctuality, productivity, personal accountability, time management, integrity, and ethical behavior

**Career Management:** Can identify and articulate skills, strengths, knowledge, experience, and growth areas related to career goals. Navigates job options. Prepares to pursue job opportunities.

**Global / Intercultural Fluency:** Demonstrates openness, inclusiveness, sensitivity, and the ability to interact respectfully with all people. Understands individuals' differences

### Optional Evaluation Discussion Questions

1. *What do you enjoy most about your current role? Who so?*
2. *What do you like least / what would you change if you could? Why so?*
3. *How could you be better supported in your current role?*
4. *Other questions?*

### Optional Reflection Discussion Questions: Iowa GROW (Guided Reflection On Work)

1. *How is this job fitting in with your academics?*
2. *What are you learning here that is helping you in school?*
3. *What are you learning in class that you can apply here at work?*
4. *Can you give me a couple of examples of things you've learned here that you think you'll use in your chosen profession?*