

Legal Last Name _____ Legal First Name _____ CWID _____

Department _____ Evaluation Period: From _____ to _____

Supervisor's Name _____ Ext. _____ Room # _____

Instructions: Please respond to the following questions. Please note that merit increases are at the discretion of the hiring department.

1. List your top three strengths as a Student Assistant.

2. Comment on your growth in your current role.

3. List and comment on areas of improvement for yourself during the review period.

4. What accomplishments have you achieved as a Student Assistant during the evaluation period?

5. List training/professional development that could benefit you as a Student Assistant. Keep in mind that these trainings/professional development sessions should relate to the goals listed below.

Goals: Please list up to three measurable goals to work toward during your next performance review period

Goal	Outcome	Support Needed
Goal #1		
Goal #2		
Goal #3		

<u>Rating</u>	Unsatisfactory 0-2	Average 3-4	Above Average 5-6	Outstanding 7-8
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Category	Responsibility	Self-Rating
Work Habits	Attendance	
	Punctuality	
	Attention to Detail	
Customer Service	Faculty/Staff	
	Students	
	Campus Visitors	
Understanding Duties	Ability to Learn Quickly	
	Resourceful	
	Understand Job Responsibilities	
	Quality of Work	
Professionalism	Conscientious	
	Willingness to Learn	
	Open to Feedback	
	Follows Direction	
	Takes Initiative	
	Responsible	
Communication	Written	
	Verbal	
	Interpersonal	
Team Orientation	Flexible	
	Willingness to Collaborate	
	Ability to Compromise	
	Proactive	
	Supportive	

I certify this self-evaluation, and have submitted this to my supervisor on _____.

I understand that my supervisor will complete my official performance evaluation, and my supervisor will discuss the evaluation results with me.

Student Signature

Date

I acknowledge that the student employee has submitted this self-evaluation on the date above.

Supervisor Signature

Date