

Student Worker Evaluation Form

Student Worker:

Position:

Department:

Supervisor:

Evaluation Period:

Date Completed:

Performance Ratings

Rating Scale:

- **3 (Exceptional):** Consistently demonstrates strengths and goes above and beyond expectations.
- **2 (Meets Expectations):** Reliably fulfills job requirements and demonstrates essential strengths.
- **1 (Growth Opportunity):** Sometimes meets expectations but needs support to further develop in this area; strengths are beginning to emerge.
- **N/A:** Not applicable for this position.

Performance Area	What This Means (For You)	Student Rating (1-3, N/A)	Supervisor Rating (1-3, N/A)
Attendance & Reliability	You show up on time, attend shifts you're scheduled for, and let your supervisor know if you'll be late or absent.		
Communication	You listen well, ask questions, and talk or write clearly to coworkers, supervisors, and others.		
Collaboration & Teamwork	You get along with others, help out when needed, include everyone, and work well on group projects or shared tasks.		
Professionalism & Ethics	You are respectful to others, follow workplace rules, are honest, and handle responsibilities the right way.		

Performance Area	What This Means (For You)	Student Rating (1-3, N/A)	Supervisor Rating (1-3, N/A)
Job Knowledge & Skill	You understand your job duties and use needed tools, technology, or information to do your work.		
Initiative & Problem Solving	You notice things that need to get done, try new approaches, and ask for help or suggest solutions when there's a problem.		
Learning & Development	You try to learn new things, listen to feedback, and look for ways to improve, even if you make mistakes.		
Adaptability & Flexibility	You can adapt to changes to your tasks, try new duties or ways of working, and keep an open mind when things shift.		
Role-Specific Area (Optional)			

Student Reflection

- What is one accomplishment or strength you're proud of this semester?
- In what area would you like to grow, and what support or feedback would help you?

Student's Written Reflection:

Supervisor Overall Comment

- What's a notable strength for this student worker?
- How can the program/department or supervisor support their further development?

Supervisor's Written Overall Comment:

Support and Growth Plan

For any area where a rating of Growth Opportunity (1) was given, use the spaces below. Complete for each relevant Performance Area.

- Student Reflection: Why did you rate yourself a 1? What support or resources would help you grow?
- Supervisor Reflection: Why did you rate the student worker a 1? What support or action steps are recommended?

Performance Area	Explanation / Reflection (Student & Supervisor)	Improvement Plan & Support Actions
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Additional Goals (optional)

This section should be completed together.

Signatures

Both parties should sign after meeting to discuss and collaboratively filling out the support and growth plan.

Student Worker:

Date:

Supervisor:

Date:

Budget Manager:

Date: