

Gavilan College Student Worker Evaluation Form

Student Worker's Name: _____

Job Title: _____ Division/Department: _____

Evaluation Period: _____ Today's Date: _____

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.

NOTE: There is a section for both the employee and the supervisor to provide a rating.

M - Meets Expectations NI - Needs Improvement N/A- Not Applicable

Competencies	Employee Rating	Supervisor Rating
<p>CRITICAL THINKING/PROBLEM SOLVING: Exercises sound reasoning to analyze issues, makes decisions and overcomes problems. Able to obtain, interpret and use knowledge, facts, and data.</p> <p>Student Self-Evaluation Comments:</p> <p>Supervisor Comments:</p>	_____	_____
<p>COMMUNICATION: Expresses thoughts and ideas clearly and effectively in written and oral form to all constituents. Understands the impact of non-verbal communication.</p> <p>Student Self-Evaluation Comments:</p> <p>Supervisor Comments:</p>	_____	_____
<p>TEAMWORK/COLLABORATION: Builds collaborative relationships with colleagues and customers with diverse backgrounds and viewpoints. Able to work in a team structure and manage conflict.</p> <p>Student Self-Evaluation Comments:</p> <p>Supervisor Comments:</p>	_____	_____
<p>INFORMATION TECHNOLOGY APPLICATION: Uses appropriate technology to accomplish a given task. Able to apply computing skills to solve problems.</p> <p>Student Self-Evaluation Comments:</p>	_____	_____

Employee
Rating

Supervisor
Rating

Supervisor Comments (continued):

LEADERSHIP:

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.

Student Self-Evaluation Comments:

Supervisor Comments:

PROFESSIONALISM/WORK ETHIC:

Demonstrates personal accountability and effective work habits, e.g., punctuality, productivity, workload management. Demonstrates integrity and ethical behavior, acts responsibly with the interests of the larger community in mind. Able to learn from their mistakes. Takes responsibility for duties, arrives to work and meetings on time and communicate with supervisor in advance.

Student Self-Evaluation Comments:

Supervisor Comments:

CAREER MANAGEMENT:

Identifies and articulates skills, strengths, knowledge and experiences relevant to position. Understands how to appropriately self-advocate in the workplace.

Student Self-Evaluation Comments:

Supervisor Comments:

QUALITY AND QUANTITY OF WORK:

Works effectively and efficiently. Able to meet deadlines and accomplish multiple tasks with accuracy and thoroughness.

Student Self-Evaluation Comments:

Supervisor Comments:

	Employee Rating	Supervisor Rating
<p>CUSTOMER SERVICE: Ensures that department and college are accurately and positively portrayed. Requests are timely and accurate, and response is complete.</p> <p>_____</p> <p>Student Self-Evaluation Comments:</p> <p>Supervisor Comments:</p>	_____	_____
<p>KNOWLEDGE AND SKILLS: Demonstrates working level of skill/knowledge in area of expertise. Applies professional and technical expertise to best meet department/area needs.</p> <p>_____</p> <p>Student Self-Evaluation Comments:</p> <p>Supervisor Comments:</p>	_____	_____

Overall Employee's Self Rating

Please check one: **N = Needs Improvement** **M = Meets Expectations** **E = Exceeds Expectations**

Employee's Comments (may include employment environment and feedback regarding supervisor): */Use next page if necessary/*

Overall Supervisor Rating

Supervisor, please check one: **N = Needs Improvement** **M = Meets Expectations** **E = Exceeds Expectations**

Supervisor Comments (includes areas of strength and areas needing improvement) */Use next page if necessary/*

SMART Goals

Employee's Goals (include any areas of growth and learning that you are interested in and the support you need in meeting these goals). What job related SMART (Specific, Measurable, Attainable, Realistic, Timely) goals would you like to accomplish during this evaluation period and how can your supervisor help you accomplish these goals?

Supervisor's Goals (include any areas of growth and learning that you are interested in for the employee and how you will support them in meeting these goals). What job related SMART (Specific, Measurable, Attainable, Realistic, Timely) goals would you like to see the employee accomplish during this evaluation period and how can you help the employee accomplish these goals?

Employee Acknowledgement: My signature below acknowledges that I have received my evaluation from my supervisor, and we have discussed the ratings for each area and any comments.

Student Employee Signature

Student Employee Name (please print)

Date

Supervisor Signature

Supervisor Name and Title (please print)

Date