

University of Kentucky Student Employee Performance Evaluation Form

Student Employee's Name: _____

Job Title: _____

Evaluation Period: _____ Today's Date: _____

All characteristics may not apply to each student, therefore, if a category cannot be rated OBJECTIVELY, please select "N/A".

Please rate the student worker's performance in the areas listed, using the rating scale below. Add comments in the comment section to support the ratings.

Major Job Responsibilities	Rating
1 -Does Not Meet Expectations 2- Meets Expectations 3- Occasionally Exceeds Expectations 4- Consistently Exceeds Expectations	
MJR #1 Title: Description of MJR.	
MJR #2 Title: Description of MJR.	
MJR #3 Title: Description of MJR.	
MJR #4 Title: Description of MJR.	
MJR #5 Title: Description of MJR.	

MJR Comments:

Core Competencies	Rating
1-Needs Improvement 2- Meets Expectations 3- Exceeds Expectations	
Dependability: Demonstration of consistency in attendance and quality of work.	
Diversity and Inclusion: Demonstration of respect for people regardless of background.	
Initiative: Demonstration of self-direction in addressing problems and/or improving current practices.	
Integrity: Demonstration of adherence to the University's ethical principles, code of conduct, and organizational standards.	
Interpersonal Relationships: Demonstration of ability to communicate and work positively with others.	

Core Competencies Comments:

Supervisor Signature _____

Date _____

Student Employee Signature _____

Date _____

Career Readiness Competencies - National Association of Colleges and Employers (NACE)

Career readiness is the key to ensuring a successful entrance into the workforce and the foundation upon which a successful career is launched. For higher education, career readiness provides a framework for addressing career-related goals and outcomes of curricular and extracurricular activities, regardless of the student's field of study.

Contemplate the job you are currently working in. What are you learning in that job that is better preparing you for your future career? What are you learning in your current job that relates to your schoolwork? After completing, discuss with your supervisor.

Sample behaviors of each competency can be viewed [here](#).

Career and Self Development:

Proactively develop oneself and one's career through continual personal and professional learning, awareness of one's strengths and weaknesses, navigation of career opportunities, and networking to build relationships within and without one's organization.

Career	
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School	
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Communication:

Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization.

Career	
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School	
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Critical Thinking:

Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.

Career	
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School	
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Equity and Inclusion:

Demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people from different local and global cultures. Engage in anti-racist practices that actively challenge the systems, structures, and policies of racism.

Career	
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School	
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Leadership:

Recognize and capitalize on personal and team strengths to achieve organizational goals.

Career	
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School	
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Professionalism:

Knowing work environments differ greatly, understand, and demonstrate effective work habits, and act in the interest of the larger community and workplace.

Career	
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School	
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Teamwork:

Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities.

Career

School

Technology:

Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.

Career

School