

Are You Career Ready?

Student Employee Performance Evaluation

Employee Name: _____

Position: _____

Supervisor Name: _____

Evaluation Period: _____

Job Function/Attribute	DN Meet		Meets		Exceeds		Comments
1. Job Knowledge	<input type="checkbox"/> 1.0	<input type="checkbox"/> 1.5	<input type="checkbox"/> 2.0	<input type="checkbox"/> 2.5	<input type="checkbox"/> 3.0		
2. Dresses Appropriately	<input type="checkbox"/> 1.0	<input type="checkbox"/> 1.5	<input type="checkbox"/> 2.0	<input type="checkbox"/> 2.5	<input type="checkbox"/> 3.0		
3. Attendance	<input type="checkbox"/> 1.0	<input type="checkbox"/> 1.5	<input type="checkbox"/> 2.0	<input type="checkbox"/> 2.5	<input type="checkbox"/> 3.0		
4. Attitude	<input type="checkbox"/> 1.0	<input type="checkbox"/> 1.5	<input type="checkbox"/> 2.0	<input type="checkbox"/> 2.5	<input type="checkbox"/> 3.0		
5. Initiative	<input type="checkbox"/> 1.0	<input type="checkbox"/> 1.5	<input type="checkbox"/> 2.0	<input type="checkbox"/> 2.5	<input type="checkbox"/> 3.0		
6. Flexibility/Adaptability	<input type="checkbox"/> 1.0	<input type="checkbox"/> 1.5	<input type="checkbox"/> 2.0	<input type="checkbox"/> 2.5	<input type="checkbox"/> 3.0		
7. Customer Service	<input type="checkbox"/> 1.0	<input type="checkbox"/> 1.5	<input type="checkbox"/> 2.0	<input type="checkbox"/> 2.5	<input type="checkbox"/> 3.0		
8. Policy Enforcement	<input type="checkbox"/> 1.0	<input type="checkbox"/> 1.5	<input type="checkbox"/> 2.0	<input type="checkbox"/> 2.5	<input type="checkbox"/> 3.0		
9. Safety (if applicable)	<input type="checkbox"/> 1.0	<input type="checkbox"/> 1.5	<input type="checkbox"/> 2.0	<input type="checkbox"/> 2.5	<input type="checkbox"/> 3.0		
10. Supervision (if applicable)	<input type="checkbox"/> 1.0	<input type="checkbox"/> 1.5	<input type="checkbox"/> 2.0	<input type="checkbox"/> 2.5	<input type="checkbox"/> 3.0		

Competencies Associated with Employment at UT Austin

<p>Communication Articulate thoughts and ideas clearly and effectively in written and oral forms to persons inside and outside of the organization; Speak publicly and express ideas to others</p>	<p>Ways to develop this competency: by answering member, participant and guest questions via phone, email or in-person by marketing and promoting department/area events, deadlines, pricing and benefits by leading and/or participating in meetings, trainings, classes or in-services by serving on internal committees or involvement in special events</p>	<input type="checkbox"/> Beginner <input type="checkbox"/> Developing <input type="checkbox"/> Competent <input type="checkbox"/> Advanced <input type="checkbox"/> Expert
<p>Critical Thinking / Problem Solving Exercise sound reasoning to analyze issues, make decisions, and overcome problems</p>	<p>Ways to develop this competency: by delivering excellent customer service to members, participants and guests by supervising facilities, programs, participants and peers by obtaining, interpreting and using knowledge, facts and data by leading other employees/participants during shifts, special events or programs</p>	<input type="checkbox"/> Beginner <input type="checkbox"/> Developing <input type="checkbox"/> Competent <input type="checkbox"/> Advanced <input type="checkbox"/> Expert
<p>Teamwork / Collaboration Build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints; Work within a team structure, while managing conflict</p>	<p>Ways to develop this competency: by greeting, registering and directing members, participants and guests by working alongside diverse students on shift by settling member or participant disputes, enforcing policy and ensuring safety by setting-up and striking event reservation needs by engaging in emergency action protocols</p>	<input type="checkbox"/> Beginner <input type="checkbox"/> Developing <input type="checkbox"/> Competent <input type="checkbox"/> Advanced <input type="checkbox"/> Expert
<p>Professionalism / Work Ethic Demonstrate personal accountability and effective work habits, e.g., punctuality, working productively with others & time workload management</p>	<p>Ways to develop this competency: by being punctual, dressing appropriately, being prepared and expressing positivity by demonstrating effective planning, time management and work productivity by demonstrating integrity, resilience, accountability and ethical behavior</p>	<input type="checkbox"/> Beginner <input type="checkbox"/> Developing <input type="checkbox"/> Competent <input type="checkbox"/> Advanced <input type="checkbox"/> Expert
<p>Leadership Leverage strengths of others to achieve common goals and use interpersonal skills to coach and develop others</p>	<p>Ways to develop this competency: by organizing, prioritizing and delegating relevant tasks by teaching, training and evaluating peers by supervising facilities, programs, participants and peers</p>	<input type="checkbox"/> Beginner <input type="checkbox"/> Developing <input type="checkbox"/> Competent <input type="checkbox"/> Advanced <input type="checkbox"/> Expert
<p>Career Management Identify and articulate one's skills, strengths, knowledge and experiences</p>	<p>Ways to develop this competency: by completing a self-assessment of skills, strengths, knowledge and experiences by participating in resume, cover letter and social media workshops by interviewing for promotion opportunities or participating in mock interviews by attending networking opportunities, such as conferences, workshops or presentations</p>	<input type="checkbox"/> Beginner <input type="checkbox"/> Developing <input type="checkbox"/> Competent <input type="checkbox"/> Advanced <input type="checkbox"/> Expert
<p>Digital Technology Leverage existing technologies ethically and efficiently to solve problems, complete tasks and accomplish goals.</p>	<p>Ways to develop this competency: by using software for sales, registration, eligibility, reservation, rentals and tracking by providing technology support and solutions, as well as assisting with audio/visual needs by marketing facilities, programs, special events through graphic designs, photography/video</p>	<input type="checkbox"/> Beginner <input type="checkbox"/> Developing <input type="checkbox"/> Competent <input type="checkbox"/> Advanced <input type="checkbox"/> Expert
<p>Global/Intercultural Fluency Value, respect and learn from diverse cultures, races, ages, genders, sexual orientations and religions</p>	<p>Ways to develop this competency: by working alongside diverse students on shift by delivering excellent customer service to diverse members, participants and guests</p>	<input type="checkbox"/> Beginner <input type="checkbox"/> Developing <input type="checkbox"/> Competent <input type="checkbox"/> Advanced <input type="checkbox"/> Expert

SWOT Analysis (Optional)

<p>Strengths</p> <ul style="list-style-type: none">• What did you do well?• What unique experiences did you draw on?• What are your co-workers likely to see as your strengths?	<p>Weaknesses</p> <ul style="list-style-type: none">• What could you improve?• In what areas do you lack knowledge & confidence?• What are your co-workers likely to see as your weaknesses?
<p>Opportunities</p> <ul style="list-style-type: none">• What opportunities are open to you?• What resources could you take advantage of?• How can you turn your strengths into opportunities?	<p>Threats</p> <ul style="list-style-type: none">• What threats could hinder your growth?• What threats do your weaknesses expose you to?

Supervisor Comments: _____

Employee Comments: _____

Goal(s): _____

Student Employee Signature

Date

Supervisor Signature

Date

The student's signature does not necessarily mean agreement with the work performance evaluation. It merely acknowledges that the employee discussed the evaluation with their supervisor and was provided an opportunity for response.