



Student Staff Evaluation Process

Student Staff Name: _____

Student Staff's Supervisor Name: _____

Student ID: _____ Academic Year: _____

Part 1 – Review of job expectations and goal setting

Instructions:

Supervisors, in collaboration with your student, please go over the following items at the beginning of your student's employment and each semester thereafter:

- 1) Review job expectations: Please reference the Job Description and have the student staff member review their direct supervisor

Student comments, reflections and goals on job duties:

Supervisor's comments, reflections and goals on job duties:

Part 2: Evaluation of Core Competencies

Step 1: Have student complete self-rating to highlighted career competencies and providing details and examples to share with supervisor

Step 2: Supervisor completes student rating, providing details and examples to share with student

Step 3: Meet with student to discuss

Step 4: Provide completed, signed evaluation to student staff member, HR Liaisons if necessary and OFA

Rating Scale

5	Consistently exceeds expectations
4	Frequently exceeds expectations
3	Consistently achieves expectations

2	Occasionally achieves expectations
1	Consistently does not achieve expectations

Highlight 2-3 of the Career Readiness Skills to focus on with your student staff member.

Career Readiness Skill	Self-Rating	Supervisor's Rating
Digital Proficiency:		
Verbal & Written Communication:		
Personal Accountability:		
Inclusive Teamwork:		
Leadership:		
Creativity:		
Career development:		
Critical thinking / problem solving:		
Self-reflection:		
Global context:		

Student Comments and Reflections:

Supervisor's Comments and Reflections:
