

**SUPERVISOR'S EVALUATION OF STUDENT WORK PERFORMANCE**

Student's Last Name: \_\_\_\_\_

Student's First Name: \_\_\_\_\_

Office/Department: \_\_\_\_\_

Student's Job Title: \_\_\_\_\_

**Rating Scale:** **SE**=Significantly Exceeds Expectations    **EE** = Exceeds Expectations    **ME** = Meets Expectations  
**PE** = Partially Meets Expectations    **DE** = Does Not Meet Expectations

COMPETENCY	RATING	COMMENTS
<b>Service</b>		
<p>Responds appropriately to the needs of internal and external customers.</p> <p>Follows through on commitments to others.</p>		
<b>Teamwork/Collaboration</b>		
<p>Shares skills and knowledge with others.</p> <p>Works to promote the combined efforts and action of the department/office.</p> <p>Understands his/her role within the structure of the organization and completes his/her specific objectives.</p>		
<b>Diversity &amp; Respect</b>		
<p>Promotes an inclusive, welcoming and diverse climate.</p> <p>Seeks and values the opinions and contributions of others.</p>		
<b>INITIATIVE</b>		
<p>Is able to complete tasks without supervision.</p> <p>Overcomes minor changes and setbacks without problem.</p> <p>Seeks opportunities to learn new skills which are important to the workplace.</p> <p>Seeks to understand how the job relates to personal development.</p> <p>Shows potential and aptitude for leadership roles in the future.</p>		

<b>Accountability</b>		
Arrives on time for scheduled work.		
Abides by workplace policies and procedures including dress and safety requirements.		
Seeks to understand how the job relates to personal development.		
<b>Responsibilities (measure the students ability to perform job duties outlined in job description)</b>		
<b>Learning Outcomes</b>		
<b>Overall Rating</b>		

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I acknowledge that I have reviewed this performance evaluation. My signature indicates that I have been advised of my performance status and does not necessarily imply that I agree with this evaluation.