Student Employee – Work Performance Evaluation

Employing departments should evaluate student employees at the end of each academic year and at the time a student terminates employment with the department. The employing department is responsible for compiling and submitting the student employee evaluation data to the Vice-Provost for Accreditation and Assessment, including the findings and an action plan (use of results) based upon the data.

Employee Information

Employee Name:		Student ID:	
Job Title:		Supervisor:	
Department:		Start/End Date:	

The following evaluative criteria are directly connected to Lake Superior State University's Institutional Learning Outcomes (ILOs). Supervisors should select the checkboxes that most closely describe the level at which the student employee has achieved the stated criteria. In addition to using this information for direct evaluation of the student's work performance, identifying information will also be redacted from all completed evaluation forms and compiled for data reporting and university-wide assessment of ILOs.

ILO 1: Formal Communication

Students will develop and clearly express complex ideas in written and oral presentations.

	0 = Unsatisfactory	1 = Marginal	2 = Good	3 = Very Good	4 = Excellent	NA
Oral Communication Skills						

"Excellent" = exceptional oral communication skills; clear and well-organized.

Written Communication Skills						

"Excellent" = exceptional written communication skills; clear and well-organized.

Other/Additional Learning Outcome Assessed:

ILO 1 Scoring Average:						

ILO 2: Use of Evidence

Students will identify the need for, gather, and accurately process the appropriate type, quality, and quantity of evidence to answer a complex question or solve a complex problem.

	0 = Unsatisfactory	1 = Marginal	2 = Good	3 = Very Good	4 = Excellent	NA
Problem Solving Skills						

"Excellent" = highly adept and innovative at solving problems.

Creative Thinking Skills						

"Excellent" = frequently contributes innovative and new ideas to solve problems.

Other/Additional Learning Outcome Assessed:

ILO 2 Scoring Average:						

ILO 3: Analysis and Synthesis

Students will organize and synthesize evidence, ideas, or works of imagination to answer an open-ended question, draw a conclusion, achieve a goal, or create a substantial work of art.

	0 = Unsatisfactory	1 = Marginal	2 = Good	3 = Very Good	4 = Excellent	NA
Planning & Organization Skills						

"Excellent" = very effectively plans and organizes to successfully achieve goals.

Judgment & Decision-Making Skills						

"Excellent" = makes decisions based on sound evidence.

Other/Additional Learning Outcome Assessed:

ILO 3 Scoring Average:						

ILO 4: Professional Responsibility

Students will demonstrate the ability to apply professional ethics and intercultural competence when answering a question, solving a problem, or achieving a goal.

	0 = Unsatisfactory	1 = Marginal	2 = Good	3 = Very Good	4 = Excellent	NA
Dependability						

"Excellent" = Always on time. Prompt and thorough completion of all work.

Compliance to Rules, Policies, Procedures						

"Excellent" = values and ensures compliance in all areas.

Teamwork Skills						

"Excellent" = Strong contributor on collaborative tasks.

Intercultural Competency						

"Excellent" = Strongly demonstrates value and respect to all.

Response to Supervision						

"Excellent" = Readily receives and applies feedback.

Quality of Work						

"Excellent" = Strong work ethic. Always gives best effort and produces high quality work.

Other/Additional Learning Outcome Assessed:

ILO 4 Scoring Average:						

Summary

Overall Performance Evaluation:	0 = Unsatisfactory	1 = Marginal	2 = Good	3 = Very Good	4 = Excellent	
Would you rehire?	Yes	No				

Has this evaluation been discussed with the student?	Yes	No	

If student did not work entire semester or year, what was the reason for leaving or dismissal?	

Additional Comments:	

Student Employee Signature:		**Date:**	
Print name:			
Supervisor Signature:		**Date:**	
Print name:			