This document is a copy of the content in the electronic reporting form used by supervisors to evaluate their student workers. It is not intended for use in the student worker evaluation process.

LAKE SUPERIOR STATE UNIVERSITY

Student Employee – Work Performance Evaluation

Instructions:
Please complete all of your student worker evaluation forms no later than May 10, 20xx.

The settings on this form allow you to re-open and re-use it for each individual student worker in your area. The link is only for you or your designated employee evaluator. Please do not share the link for this form with anyone else.

Thank you!
The University Assessment Committee

Student Employee Evaluation

Description (optional)

Date of evaluation: *

Month, day, year 📅

Student Name *

Short answer text

Student ID *

Short answer text

Student Class Standing *

◯ Freshman

◯ Sophomore

◯ Junior

◯ Senior

Department: *

Short answer text

Student employee job title: *

Short answer text

Start date and end date *

Short answer text

Evaluator / Supervisor Name: *

Short answer text

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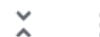
Students will develop and clearly express complex ideas in written and oral presentations.

ORAL COMMUNICATION SKILLS *

[Excellent = exceptional communication skills that are clear and well organized].

- ◯ 0 = Unsatisfactory
- ◯ 1 = Marginal
- ◯ 2 = Average
- ◯ 3 = Above Average
- ◯ 4 = Excellent
- ◯ N.O. (not observed)

WRITTEN COMMUNICATION SKILLS *

[Excellent = exceptional communication skills that are clear and well organized].

- ◯ 0 = Unsatisfactory
- ◯ 1 = Marginal
- ◯ 2 = Average
- ◯ 3 = Above Average
- ◯ 4 = Excellent
- ◯ N.O. (not observed)

(Optional) - Other / Additional Communication Skills Evaluated:

Long answer text

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.

PROBLEM SOLVING SKILLS *

[Excellent = highly adept and innovative at solving problems].

○ 0 = Unsatisfactory

○ 1 = Marginal

○ 2 = Average

○ 3 = Above Average

○ 4 = Excellent

○ N.O. (not observed)

CREATIVE THINKING SKILLS *

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

○ 0 = Unsatisfactory

○ 1 = Marginal

○ 2 = Average

○ 3 = Above Average

○ 4 = Excellent

○ N.O. (not observed)

(Optional) - Other / Additional Critical Thinking Skills Evaluated:

Long answer text

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.

PLANNING AND ORGANIZATIONAL SKILLS *

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

○ 0 = Unsatisfactory

○ 1 = Marginal

○ 2 = Average

○ 3 = Above Average

○ 4 = Excellent

○ N.O. (not observed)

JUDGMENT AND DECISION MAKING SKILLS *

[Excellent = makes decisions based on sound evidence].

○ 0 = Unsatisfactory

○ 1 = Marginal

○ 2 = Average

○ 3 = Above Average

○ 4 = Excellent

○ N.O. (not observed)

(Optional) - Other / Additional Analysis/Synthesis Skills Evaluated:

Long answer text

ILO 4 - Professional Responsibility:

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

DEPENDABILITY *

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

○ 0 = Unsatisfactory

○ 1 = Marginal

○ 2 = Average

○ 3 = Above Average

○ 4 = Excellent

○ N.O. (not observed)

COMPLIANCE TO RULES AND PROCEDURES *

[Excellent = values and ensures compliance in all areas].

○ 0 = Unsatisfactory

○ 1 = Marginal

○ 2 = Average

○ 3 = Above Average

○ 4 = Excellent

○ N.O. (not observed)

TEAMWORK SKILLS *

[Excellent = Strong contributor on collaborative tasks.].

- ○ 0 = Unsatisfactory
- ○ 1 = Marginal
- ○ 2 = Average
- ○ 3 = Above Average
- ○ 4 = Excellent
- ○ N.O. (not observed)

RESPONSE TO SUPERVISION *

[Excellent = Readily receives and applies feedback].

- ○ 0 = Unsatisfactory
- ○ 1 = Marginal
- ○ 2 = Average
- ○ 3 = Above Average
- ○ 4 = Excellent
- ○ N.O. (not observed)

QUALITY OF WORK *

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

○ 0 = Unsatisfactory

○ 1 = Marginal

○ 2 = Average

○ 3 = Above Average

○ 4 = Excellent

○ N.O. (not observed)

(Optional) - Other / Additional Professional Responsibility Skills Evaluated:

Long answer text

ILO 5: Intercultural Competency

Students will display knowledge of, and interact effectively and respectfully with, members of groups whose identities, beliefs, behaviors, and values differ from their own.

INTERCULTURAL COMPETENCY *

[Excellent = Strongly demonstrates value and respect to all].

○ 0 = Unsatisfactory

○ 1 = Marginal

○ 2 = Average

○ 3 = Above Average

○ 4 = Excellent

○ N.O. (not observed)

(Optional) - Other / Additional Intercultural Competency Skills Evaluated:

Long answer text

Supervisor Evaluation Summary

Description (optional)

OVERALL PERFORMANCE EVALUATION OF THIS EMPLOYEE: *

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

○ 0 = Unsatisfactory

○ 1 = Marginal

○ 2 = Average

○ 3 = Above Average

○ 4 = Excellent

○ N.O. (not observed)

Would you rehire this employee? *

○ Yes

○ No

Has this evaluation been discussed with the student? *

○ Yes

○ No

If the student did not finish out working the entire semester or year, what was the reason for leaving / dismissal?

Short answer text

Optional - Additional Comments:

Long answer text