



**LC WORK
SCHOLARS**
Performance Evaluation

Name of Work Scholar: _____ Date: _____

Work Scholars Learning Goals

1. To learn to set and achieve work-related goals.
Expected Outcome: *With the assistance of their supervisor and academic advisor, students will set goals during their initial check-in meeting each semester. They will reflect on their progress toward these goals during their performance evaluation at the end of each semester.*
2. To develop and apply the six soft skills: *attendance, accountability, teamwork, initiative, respect and learning.*
Expected Outcome: *In their employment positions, students will exhibit the good habits of attendance, accountability, teamwork, initiative, respect, and life-long learning.*
3. To develop and apply the hard skills articulated by the work site in the job duties and the learning opportunities sections of the job description.
Expected Outcome: *In their employment positions, students will demonstrate through their work, the specific skills and/or attitudes set forth in their job description.*
4. To progress over time to more skilled and responsible levels of work.
Expected Outcome: *Students will show advancement in skill, leadership and responsibility.*

This evaluation is intended to assist in identifying areas of growth and development for you and may serve as a reference for eligibility for future employment opportunities.

How to use this Document:

In preparation for evaluation meetings, it can be helpful to self-assess. Be honest with yourself (but not too hard on yourself) about how you are measuring up in comparison with what is expected of you. Be prepared to discuss areas where you feel you are excelling, where your skills may be lacking, or areas where you would like grow.

Steps:

1. Work Scholar downloads a copy of the performance evaluation.
2. Work Scholar **completes Section 1**, and their self-evaluation in **Section 2**.
3. Work Scholar forwards the document to their supervisor.
4. **Supervisor** completes their portion of **section 2 and 3**.
5. Supervisor meets with student Work Scholar to discuss observations and their evaluation of the student's performance.
6. After the supervisor and student have met, and after all edits are complete, please sign this document (**note: if you sign the document early it will lock the document**) Supervisor signs the document, then forwards document to student for their signature.
7. Work Scholar uploads completed document with supervisor and student signatures to Canvas.

Section 1. To be completed by the Student Work Scholar.

1. List the work-related goal(s) you set at the start of the semester. (for reference see your first check-in meeting) list up to 4	Please rate your progress toward this (these) goals:
	<input type="checkbox"/> Achieved goal <input type="checkbox"/> Work in progress <input type="checkbox"/> Did not meet goal
	<input type="checkbox"/> Achieved goal <input type="checkbox"/> Work in progress <input type="checkbox"/> Did not meet goal
	<input type="checkbox"/> Achieved goal <input type="checkbox"/> Work in progress <input type="checkbox"/> Did not meet goal
	<input type="checkbox"/> Achieved goal <input type="checkbox"/> Work in progress <input type="checkbox"/> Did not meet goal

2. What experiences did you hope to gain this semester? (for reference see your first check-in meeting)	Were you able to gain these experiences:
	<input type="checkbox"/> yes <input type="checkbox"/> no
<p>If you were not able to gain this experience, is there anything that would have helped you gain this experience?</p>	

<p>3. What transferrable skills have you gained this semester? (need ideas? Check out “transferrable skills” handout in the “resources section”)</p>

4. Significant work-related accomplishments:

Section 2: To be completed by both the student and the supervisor respectively.

<u>Attendance</u>				
<ul style="list-style-type: none"> • Is punctual and arrives on time for work as scheduled and/or required • Gives advance notice of absences (expected or unexpected) 				
	Consistently does not meet expectations	Sometimes meets expectations	Meets expectations	Exceeds Expectations
Self-Evaluation				
Supervisor Evaluation				
<u>Accountability</u>				
<ul style="list-style-type: none"> • Manages time well and is able to provide timely completion of job assignments • Supports workplace policies and procedures including dress and safety requirements • Ensures proper care of worksite equipment, facilities, materials, and work environment • Accepts responsibility and responds appropriately when errors occur 				
	Consistently does not meet expectations	Sometimes meets expectations	Meets expectations	Exceeds Expectations
Self-Evaluation				
Supervisor Evaluation				
<u>Teamwork</u>				
<ul style="list-style-type: none"> • Demonstrates a willingness to work, support, and collaborate with supervisors and co-workers while promoting a positive atmosphere in the workplace for all people • Demonstrates an understanding of the relationship of his/her work to the work of others within the department 				
	Consistently does not meet expectations	Sometimes meets expectations	Meets expectations	Exceeds Expectations
Self-Evaluation				
Supervisor Evaluation				

Initiative				
<ul style="list-style-type: none"> Consistently completes job assignments without need for constant supervision Is a self-starter with the ability to adjust and adapt to change as needed 				
	Consistently does not meet expectations	Sometimes meets expectations	Meets expectations	Exceeds Expectations
Self-Evaluation				
Supervisor Evaluation				
Respect				
<ul style="list-style-type: none"> Exhibits professional conduct in the workplace and interacts respectfully with all people including supervisors, co-workers, and those being served Respectfully deals with conflict and differing points of view 				
	Consistently does not meet expectations	Sometimes meets expectations	Meets expectations	Exceeds Expectations
Self-Evaluation				
Supervisor Evaluation				
Learning				
<ul style="list-style-type: none"> Enhances the effectiveness of co-workers and the department of sharing knowledge Demonstrates an interest in acquiring new skills 				
	Consistently does not meet expectations	Sometimes meets expectations	Meets expectations	Exceeds Expectations
Self-Evaluation				
Supervisor Evaluation				
Job Specific				
<ul style="list-style-type: none"> The degree to which this student fulfills the basic labor requirements and objectives as set forth in his/her job description 				
	Consistently does not meet expectations	Sometimes meets expectations	Meets expectations	Exceeds Expectations
Self-Evaluation				
Supervisor Evaluation				

To be completed by the supervisor.

Please use this space if you have other remarks regarding ratings provided: *(use only if needed)*

Section 3: To be completed by supervisor

Additional Comments:

This Work Scholar excels in the following areas:

This Work Scholar has improved (learned) the most in the following areas:

Additional Responsibilities:

I encourage this Work Scholar to learn more about the following area(s):

This Work Scholar is ready for additional responsibilities in the following area(s):

I encourage this Work Scholar to gain additional experience in the following area(s):

Supervisor's Signature

Date

Work Scholar's Signature

Date