



LC WORK SCHOLARS
Performance Evaluation

Name of Work Scholar: _____ Date: _____

How to use this Document:

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

Worksite Learning Goals are:

1. To develop and apply the six soft skills: *attendance, accountability, teamwork, initiative, respect, and learning.*

These directly relate to:

- the work site
- the description of duties
- the learning opportunities sections of the job description.

Expected Outcome: *In their employment positions, students will exhibit the good habits of attendance, accountability, teamwork, initiative, respect, and life-long learning.*

2. To develop and apply the hard skills articulated in the work site, the description of 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.*

3. To progress over time to more skilled and responsible levels of work.

Expected Outcome: *Students will show advancement in skill, leadership and responsibility.*

<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

<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 college equipment, facilities, materials, and work environment • Accepts responsibility and responds appropriately when errors occur 		
Consistently does not meet expectations	Sometimes meets expectations	Meets expectations

<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

Initiative

- 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

Respect

- 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

Learning

- 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

Job Specific

- The degree to which this student fulfills the basic labor requirements and objectives as set forth in his/her job description.
 - **Meeting Performance Expectations:** The degree to which students fulfill the job-related requirements for the position.
 - **Exceeding Performance Expectations:** The maximum degree in which students take advantage and participate in the additional developmental aspects of the job, such as professional development opportunities (please note in additional comments)
 - **Is Not Meeting Performance Expectations:** The degree to which students are not fulfilling the job-related requirements for the position, regardless of circumstances.

Consistently does not meet expectations	Sometimes meets expectations	Meets expectations

Other remarks regarding ratings provided: (use only if needed)

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Additional Comments:

This Work Scholar excels in the following areas:

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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