



Performance Evaluation

Name of Work Scholar: _____ Date: _____

Work Scholar Learning Goals:

1. To learn to set and achieve work-related goals.
Expected Outcome: *With the assistance of their supervisor, 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.*
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Instructions:

In preparation for your evaluation meeting, take time to reflect honestly on your performance. Consider how you're meeting expectations, where you're excelling, where there's room to improve, and what skills you'd like to develop moving forward.

Steps:

1. Work Scholar opens the document in Adobe Reader.
2. Work Scholar **completes Section 1**, and their self-evaluation in **Section 2**.
3. Work Scholar emails the document to their supervisor.
4. **Supervisor** completes their portion of **section 2 and 3**.
5. Supervisor meets with student to discuss observations and their evaluation of the student's performance.
6. Supervisor signs the document, then emails the document to student for their signature.
7. Work Scholar saves completed document with supervisor and student signatures and emails it to lcworkscholars@lcsc.edu.



Section 1. To be completed by the Student Work Scholar

1. List the goals you set at the start of the semester. For reference, see your “Getting the year in Gear” document. <i>List at least 3 goals.</i>	Please rate your progress toward 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 or learning opportunities did you hope to gain this semester, and how did those expectations evolve based on what you encountered?	Were you able to gain these experiences?
	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you were not able to gain these experiences or learning opportunities, is there anything that would have helped you gain this experience?	



3. Which transferable skills (such as communication, leadership, problem-solving, or teamwork) have you developed or strengthened this semester? Share an example of when you applied these skills.

4. What are some of your most significant accomplishments or contributions this semester? How have these experiences helped you grow professionally?

5. What challenges did you face this semester, and how did you overcome them or learn from them?



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

<u>Attendance</u>				
	Consistently does not meet expectations	Sometimes meets expectations	Meets expectations	Exceeds Expectations
Self-Evaluation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisor Evaluation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Accountability</u>				
	Consistently does not meet expectations	Sometimes meets expectations	Meets expectations	Exceeds Expectations
Self-Evaluation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisor Evaluation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Teamwork

- 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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisor Evaluation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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	Exceeds Expectations
Self-Evaluation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisor Evaluation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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	Exceeds Expectations
Self-Evaluation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Supervisor Evaluation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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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	Exceeds Expectations
Self-Evaluation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisor Evaluation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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 take advantage and participate in the additional developmental aspects of the job, such as professional development opportunities (please note in additional comments)
 - **Sometimes Meets Performance Expectations:** The degree to which students fulfills the job-related requirements for the position.
 - **Consistently does not meet:** 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	Exceeds Expectations
Self-Evaluation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisor Evaluation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Section 3: To be completed by supervisor

1. What specific contributions did the student make to your project or department, and how did those contributions impact your work?

2. How effectively did the student manage their time and responsibilities throughout the semester?

3. In what ways did the student demonstrate growth in skills or professionalism during their time with you?

4. What constructive feedback or suggestions would you offer to support the student's continued development?



5. If the student is continuing at my worksite next semester, they are ready for the following additional responsibilities:

Supervisor Acknowledgment

I acknowledge that the feedback provided above is an honest and constructive assessment of the student's performance and development during the semester. I understand that this reflection may be used to support the student's ongoing growth in the Student Work Scholar Program.

Supervisor Name: _____

Supervisor Signature: _____

Date: _____

Student Acknowledgement

I have read and discussed this assessment with my supervisor. I understand the feedback provided and agree that it reflects our conversation about my performance and development this semester.

Student Name: _____

Student Signature: _____

Date: _____