**WCU Student Worker Competencies Evaluation Form**

Student Worker’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Evaluation Period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Todays’ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

*All characteristics may not apply to each student, therefore, if a category cannot be rated OBJECTIVELY, please select “NOT APPLICABLE”.*

*Please rate the student worker’s performance in the areas listed, using the rating scale below.*

***NOTE:*** *There is a section for both the employee and the supervisor to provide a rating.*

**3 -Exceeds Expectations 2- Meets Expectations 1- Needs Improvement N/A- Not Applicable**

|  |  |  |
| --- | --- | --- |
| **Competencies** | **Employee**  **Rating** | **Supervisor**  **Rating** |
| **CRITICAL THINKING/PROBLEM SOLVING:**  Exercises sound reasoning to analyze issues, make decisions, and overcome problems. Able to obtain, interpret and use knowledge, facts, and data. |  |  |
| **ORAL/WRITTEN COMMUNICATIONS:**  Expresses thoughts and ideas clearly and effectively in written and oral form to all constituents. |  |  |
| **TEAMWORK/COLLABORATION:**  Builds collaborative relationships with colleagues and customers with diverse backgrounds and viewpoints. Able to work in a team structure and manage conflict. |  |  |
| **INFORMATION TECHNOLOGY APPLICATION:**  Uses appropriate technology to accomplish a given task. Able to apply computing skills to solve problems. |  |  |
| **LEADERSHIP:**  Leverages the strengths of others to achieve common goals. Uses interpersonal skills to coach and develop others. Able to manage own emotions and those of others. Uses empathy to guide and motivate, organize, prioritize, and delegate work. |  |  |
| **PROFESSIONALISM/WORK ETHIC:**  Demonstrates personal accountability and effective work habits, e.g., punctuality, productivity, and workload management. Understands the impact of non-verbal communication. Demonstrates integrity and ethical behavior and acts responsibly with the interests of the larger community in mind. Able to learn from his/her mistakes. Arrives to work on time, is prompt for meetings, absences are infrequent and do not place an undue burden on supervisor or coworkers. |  |  |
| **CAREER MANAGEMENT:**  Identifies and articulates skills, strengths, knowledge, and experiences relevant to the position. Understands how to appropriately self-advocate in the workplace. |  |  |
| **QUALITY AND QUANTITY OF WORK:**  Works effectively and efficiently. Able to meet deadlines and accomplish multiple tasks with accuracy and thoroughness. |  |  |
| **CUSTOMER SERVICE:**  Insures that department and university are accurately and positively portrayed. Requests are timely and accurate, and the response is complete. |  |  |
| **KNOWLEDGE AND SKILLS:**  Demonstrates a working level of skill/knowledge in the area of expertise. Applies professional and technical expertise to best meet department/area needs. |  |  |

**General Comments** (includes areas of strength and areas needing improvement) */Use next page if necessary/*  
  
  
**Employee’s Comments** (may include employment environment and feedback regarding supervisor): */Use next page if necessary/*  
  
 **Supervisor Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_  
Student Employee Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_**