**Rider University Student Worker Mid-Year/ End of Year 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.*

**UN= Unsatisfactory NI= Needs Improvement ME= Meets Expectations AC= Accomplished E= Exemplary N/A**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Competencies** | **Mid-Year Employee**  **Rating** | **Mid-Year Supervisor**  **Rating** | **End of Year Employee**  **Rating** | **End of Year Supervisor**  **Rating** |
| **CRITICAL THINKING/PROBLEM SOLVING:**  Exercises sound reasoning to analyze issues, makes decisions and overcomes problems. Able to obtain, interpret and use knowledge, facts and data.  *Comments:* |  |  |  |  |
| **VERBAL/WRITTEN COMMUNICATIONS:**  Expresses thoughts and ideas clearly and effectively in written and oral form to all constituents.  *Comments:* |  |  |  |  |
| **TEAMWORK/COLLABORATION:**  Builds collaborative relationships with colleagues and customers with diverse backgrounds and viewpoints. Able to work in a team structure and manage conflict.  *Comments:* |  |  |  |  |
| **INFORMATION TECHNOLOGY APPLICATION:**  Uses appropriate technology to accomplish a given task. Able to apply computing skills to solve problems.  *Comments:* |  |  |  |  |
| **LEADERSHIP/ COMMUNITY BUILDING:**  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.  *Comments:* |  |  |  |  |
| **PROFESSIONALISM/WORK ETHIC:**  Demonstrates personal accountability and effective work habits, e.g., punctuality, productivity, workload management. Understands the impact of non-verbal communication. Demonstrates integrity and ethical behavior, acts responsibly with the interests of the larger community in mind. Able to learn from his/her mistakes.  *Comments:* |  |  |  |  |
| **INNOVATION / CREATIVITY:**  Identifies and articulates skills, strengths, knowledge and experiences relevant to position. Understands how to appropriately self-advocate in the workplace.  *Comments:* |  |  |  |  |
| **QUALITY AND QUANTITY OF WORK:**  Works effectively and efficiently. Able to meet deadlines and accomplish multiple tasks with accuracy and thoroughness.  *Comments:* |  |  |  |  |
| **CUSTOMER SERVICE:**  Insures that department and university are accurately and positively portrayed. Requests are timely and accurate, and response is complete.  *Comments:* |  |  |  |  |
| **KNOWLEDGE AND SKILLS:**  Demonstrates working level of skill/knowledge in area of expertise. Applies professional and technical expertise to best meet department/area needs.  *Comments:* |  |  |  |  |
| **LAB AND RESEARCH SKILLS:**  Practices safe lab wok using appropriate protective and emergency procedures. Identifies and utilizes a variety of appropriate sources for locating carious forms of information.  *Comments:* |  |  |  |  |

**How would you describe your connectedness/sense of belonging to Rider University? Are you currently satisfied as a student at Rider University? Do you plan to return as a student next semester?** (please provide notes about their satisfaction level and why or why not they plan to return next semester)

**Employee’s Comments** (may include: what competencies you feel have been your strength? which competencies do you wish to develop further? how can your supervisor support you in developing these competencies? do you have any employment environment feedback?)

**Withdrawal Survey:** Please send the following survey link to any student who is planning on withdrawing from the university. <http://rider.qualtrics.com/jfe/form/SV_cIqzZkuczbAibbw>

**Supervisor Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_  
Student Employee Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_**