

Performance Evaluation

Student's Name: _____ Student's FlashLine ID: _____

Supervisor's Name: _____

As you read each item, please keep in mind: The scale below is on a continuum of 1 - 7, where a "1" indicates that compared to others in the workplace, your student employee never uses the skill under any circumstances. "7" indicates that compared to others in the workplace, your student employee uses this skill at all times and under all circumstances. If you cannot answer a particular question based on your own personal experience or observation of the student, select "Not Observed" (N/O).

Extent Scale	1 - Never	2 - Little Extent	3 - Some Extent	4 - Moderate Extent	5 - Above Average Extent	6 - Great Extent	7 - Always
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1. Demonstrate dependability (e.g., report consistently, and on time, for work or meetings)?
1 2 3 4 5 6 7 N/O
2. Have an attention to detail, resulting in few if any errors in their work?
1 2 3 4 5 6 7 N/O
3. Take the initiative to prioritize and complete tasks on time?
1 2 3 4 5 6 7 N/O
4. Show a high level of dedication toward doing a good job?
1 2 3 4 5 6 7 N/O
5. Consistently meet or exceed goals and expectations?
1 2 3 4 5 6 7 N/O
6. Communicate in a clear and organized manner so that others can effectively understand?
1 2 3 4 5 6 7 N/O
7. Write in a way that conforms to the basic principles of spelling, grammar, and punctuation?
1 2 3 4 5 6 7 N/O
8. Promptly inform relevant others when needing guidance with assigned tasks?
1 2 3 4 5 6 7 N/O
9. Display proficiency with relevant computer applications (e.g., spreadsheets, word processing, email)?
1 2 3 4 5 6 7 N/O
10. Use technology to improve efficiency and productivity of their work?
1 2 3 4 5 6 7 N/O
11. Quickly adapt to new or unfamiliar technologies?
1 2 3 4 5 6 7 N/O
12. Listen carefully to others, taking time to understand and ask appropriate questions without interrupting?
1 2 3 4 5 6 7 N/O
13. Build strong, positive working relationships with supervisor and team members/coworkers?
1 2 3 4 5 6 7 N/O
14. Collaborate with others to achieve common goals?
1 2 3 4 5 6 7 N/O
15. Gather information from a variety of sources to fully understand a problem?
1 2 3 4 5 6 7 N/O

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| 16. Accurately summarize and interpret data? | 1 | 2 | 3 | 4 | 5 | 6 | 7 | N/O |
| 17. Make decisions and solve problems using sound reasoning and judgment? | 1 | 2 | 3 | 4 | 5 | 6 | 7 | N/O |
| 18. Multi-task well in a fast-paced environment? | 1 | 2 | 3 | 4 | 5 | 6 | 7 | N/O |
| 19. Display curiosity; seek out opportunities to learn? | 1 | 2 | 3 | 4 | 5 | 6 | 7 | N/O |
| 20. Show an awareness of own strengths and areas for development? | 1 | 2 | 3 | 4 | 5 | 6 | 7 | N/O |
| 21. Accept feedback without becoming angry or defensive and use it to strengthen future performance? | 1 | 2 | 3 | 4 | 5 | 6 | 7 | N/O |
| 22. Motivate others by encouraging them and by building mutual trust? | 1 | 2 | 3 | 4 | 5 | 6 | 7 | N/O |
| 23. Serve as a role model to others by approaching tasks with confidence and a positive attitude? | 1 | 2 | 3 | 4 | 5 | 6 | 7 | N/O |
| 24. Use innovative thinking to go beyond traditional methods? | 1 | 2 | 3 | 4 | 5 | 6 | 7 | N/O |
| 25. Demonstrate flexibility by adapting to diverse environments? | 1 | 2 | 3 | 4 | 5 | 6 | 7 | N/O |
| 26. Treat other people, including those of different backgrounds, beliefs, and gender, with fairness and respect? | 1 | 2 | 3 | 4 | 5 | 6 | 7 | N/O |
| 27. Keep an open mind to diverse ideas and new ways of thinking? | 1 | 2 | 3 | 4 | 5 | 6 | 7 | N/O |

Would you work with this person again in the future?

Yes No Don't Know

COMMENTS

What work behaviors should this individual start demonstrating?

What work behaviors should this individual continue demonstrating?

Recommendation - Please scan and send the completed survey to campusworks@kent.edu as we are gathering data for research purposes.