



Onboarding

Student Employment

High Impact Practice



Career Development Center
DIVISION OF STUDENT AFFAIRS



Student Employment Workforce Skill

Student Name:

Please select a score of 1-5, with 1 being the lowest and 5 being the highest, for each competency area:

Rating Criteria				
N/A (1)	Poor (2)	Fair (3)	Good (4)	Excellent (5)
Not enough information provided to score	Does not meet the criteria listed	Minimally meets the criteria listed	Clearly meets the criteria listed	Exceeds the criteria listed

Competencies	Ratings
Career & Self Development: Proactively develop oneself and one's career through continual personal and professional learning, awareness of one's strengths and weaknesses, navigation of career opportunities, and networking to build relationships within and without one's organization.	
Communication: Clearly and effectively exchange information, ideas, facts, and perspectives across all mediums, including but not limited to written, oral, and digital communication with persons inside and outside of an organization.	
Critical Thinking: Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.	

Leadership: Recognize and capitalize on personal and team strengths to achieve organizational goals.

Professionalism: Knowing work environments differ greatly, understanding and demonstrating effective work habits, and acts in the interest of the larger community and workplace.

Teamwork: Build and maintain collaborative relationships to work effectively toward common goals while appreciating diverse viewpoints and shared responsibilities .

Technology: Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.

Best Practices for Supervisors in Evaluating Student Employment Workforce Skill

- Familiarize yourself as the supervisor to understand the competencies and evaluation scale to ensure a fair and accurate assessment for your student employee.
- Encourage the student to rank their Workforce Skill/Competency Performance before meeting with them to understand how students see their skills.
- Foster ongoing feedback throughout the semester, emphasizing the importance of providing continuous feedback to support the student employee. (We recommend feedback at least once a semester).
- Balance feedback by providing both positive feedback for strengths and constructive feedback for areas of improvement.
- Support each rating with specific instances or projects showcasing student performance.
- Encourage growth by providing opportunities for students to develop their skills further and encourage continuous learning.
- Remember, this evaluation aims to help students grow and excel in their roles, so use this opportunity to inspire and motivate them to continue their professional development journey.

NOTE: Student Performance reviews should be stored within the department in a secure location. These documents should not be sent to TCE or the Career Development Center.



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