

University of Illinois Springfield

DIVISION OF STUDENT AFFAIRS  
**STUDENT EMPLOYEE PERFORMANCE ASSESSMENT**

\_\_\_\_\_  
 Name of Employee

\_\_\_\_\_  
 UIN

\_\_\_\_\_  
 Employing Department

From: \_\_\_\_\_ To: \_\_\_\_\_  
 Evaluation Period

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

Circle: 2 Month (front side only)    Annual

**Does Not Meet Expectations:** Job performance must be improved substantially to be acceptable.  
**Partially Meets Expectations:** Performance is below job requirements, but improvement is anticipated.  
**Meets Expectations:** Employees in this category are fully competent and meet expectations in all job responsibilities.  
**Exceeds Expectations:** Indicates exceptional performance. They generally exceed the established goals for their position.  
**N/A:** Not Applicable. Mark if not expected as part of the position.

Performance Competencies	N/A	Exceeds Expectations	Meets Expectations	Partially Meets Expectations	Does Not Meet Expectations
<b>Leadership:</b> Ability to develop common purpose among employees that promotes effective improvement and change. Ability to inspire, motivate, and persuade others to efficient and effective performance. Ability to assist in achieving area goals.					
<b>Awareness/Use of Resources:</b> Seeks the best use of materials, equipment, co-workers, and methods for elimination of waste; seeks ways to improve and sustain department resources.					
<b>Customer Service:</b> Ability to be sensitive, fair and aware of others; ability to accommodate customers; courteous and cooperative with customers, co-workers, and supervisors.					
<b>Supervision:</b> Ability to delegate appropriately; provide timely and effective feedback; and promote teamwork.					
<b>Reliability/Dependability:</b> Reports to work as scheduled; demonstrates commitment to the job by completing assignments correctly and in a timely and conscious manner.					
<b>Problem Solving:</b> Ability to identify problems, critically examine using various perspectives, and apply reason and logic for effective resolution.					
<b>Initiative:</b> Ability to complete and follow-through on assignments with minimal oversight; seeks better ways to achieve results; identifies issues and seeks to find solutions.					
<b>Quality of Work/Implementation of Policies:</b> Ability to apply regulations, policies, and procedures.					
<b>Leadership Lived</b> (teaching focused, collaborative, supportive, public servants and leaders): exemplifies behaviors that are consistent with one or more of the four core attributes of leadership lived.					

If below 'Meets Expectations' explain:

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Discussion Questions:

1. What have been your strengths within your position?
2. Where do you feel you can improve within your position?
3. Describe an instance where you wish you handled something differently?
4. What are two goals you have for the remainder of the semester?
5. What do you believe are two transferable skills you can take away from this position?
6. What is your biggest take away/favorite part of working here?
7. Suggestions for improvement in regards to the overall department:

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Comments:

Date: \_\_\_\_\_

Employee's Signature \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_