

Student Employee Self-Evaluation Guide

Purpose

The purpose of a self-evaluation is to assist student employees and supervisors in preparing for performance evaluations. Completing the self-evaluation allows you to contribute to the performance discussion. Your self-evaluation can help you reflect on your performance over the past semester as well as document your accomplishments and their impact on your department. This is a chance to connect what you do in your role to important career skills, figure out what support or growth you need, and look back on the goals you've accomplished this semester.

Preparation

As you prepare to write your self-evaluation, begin by reviewing your job description, performance expectations and semester goals. Take time to review the assignments and duties you have completed over the semester. Reflect on the purpose of your job and how those assignments and duties have contributed to the mission of your department.

Completing Your Employee Self-Evaluation

Think about your work and progress over the past semester. For each category, circle the rating that best represents your performance. Be honest and thoughtful. This is an opportunity to reflect on your growth. As you rate yourself, consider:

- The goals you set at the beginning of the semester
- Feedback from your supervisor
- The quality and consistency of your work

Tips

You may find it helpful to think about:

- What work or tasks you completed
- How well you met expectations
- The impact of your work on the department
- Any challenges you faced and how you handled them

Acknowledgment Statement

This evaluation should reflect your performance for the semester. If there is a misunderstanding with any part of the evaluation, this is your opportunity to discuss the merits of your work with your supervisor. Signing is not required if you disagree with the evaluation and can be noted.



Student Employment

UNIVERSITY OF ILLINOIS SPRINGFIELD