**Student Employee Mid-Year Evaluation**

ACADEMIC YEAR \_\_\_\_\_\_\_

Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position ID#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department/Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designated Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*This mid-year evaluation should be completed from a formative perspective by the primary designated supervisor, in consultation with the student employee. In situations where the student’s job involves working with several faculty or staff members in a department or unit, the designated supervisor may also wish to solicit and consider their feedback before preparing the evaluation.*

**Please review your student employee on the following dimensions of performance, as appropriate for the student’s job description and the length of time in the position.** Based on your review, indicate your evaluation for each of the following aspects of performance by placing an “X” next to the qualitative rating that best represents your view of the student employee’s performance at this time.

1. **Performance and Productivity**: Works independently on assignments within his/her skill level; accomplishes an adequate volume of work; work is of acceptable quality; is fulfilling his/her responsibilities.

 € Meets or Exceeds Expectations € Needs Improvement

2. **Communication**: Conveys information, ideas, and perspectives appropriately and effectively, both orally

 and in writing.

€ Meets or Exceeds Expectations € Needs Improvement

3. **Learning & Skill Development**: Is acquiring new knowledge and/or developing important skills as a result

 of job-related training or experience.

€ Meets or Exceeds Expectations € Needs Improvement

4. **Reliability and Commitment**: Meets work schedule expectations, uses time effectively, takes appropriate
 initiative in identifying and addressing problems; is conscientious and responsible in her/his work.

€ Meets or Exceeds Expectations € Needs Improvement

5. **Cooperation and Teamwork**: Has established effective working relationships; responds to instructions and

 requests in a helpful manner; is open to constructive feedback and new learning.

€ Meets or Exceeds Expectations € Needs Improvement

6. **Judgment**: Is knowledgeable about and acts within the scope of University policies as they apply to

 job responsibilities; seeks supervision and direction appropriately; proposes helpful solutions

 to problems.

€ Meets or Exceeds Expectations € Needs Improvement

 **Please answer the following questions:**

1. Has the amount of progress made toward accomplishing general tasks and any special projects specified been satisfactory thus far? **Yes** **No** (*circle one*)

If the amount of progress made thus far is less than satisfactory, please explain the reason(s):

1. Please describe any areas of concern related to the accomplishment of tasks, duties, learning

 objectives, or special projects, and indicate what steps are being taken to resolve the issues or to help
 the student employee make satisfactory progress. If there are no concerns, simply write, “not
 applicable.”

*The signatures below indicate that the Student Employee and the Primary Designated Supervisor*

 *have discussed the content of this mid-year performance review:*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designated Supervisor Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Employee Date

*7/10*