

STUDENT SELF EVALUATION

One way to get more from the substantial investment of your time at work is to think of your job as a learning experience. This worksheet is designed to guide you in this thinking. It is best that you discuss this evaluation with your supervisor in order to get their feedback on your evaluation. This may not always be possible in some of the larger departments, but you should make sure your supervisor receives a copy of this completed form.

Student Name: _____

Remember, this is a guide. Typically, you won't be the best in everything or the worst in everything. Use the following numerical guide to rate your performance in each area.

- (1) I need to improve a lot. I seldom do satisfactorily. If I ran the department, I would say that my typical performance on this item does not generally meet the department's needs.
- (2) I usually do satisfactorily, but I need to become more consistent. I would say that my typical performance is good, but not every time I report to work. If I ran the department, I would say that my overall performance on this item is okay, but not great.
- (3) I perform this item well day in and day out. If I ran the department, I would say that my typical performance on this item is consistently good.
- (4) I find ways to go beyond expectations, to be a truly memorable and valued employee. If I ran the department, I would be very pleased to have an employee of my caliber. (I know they will miss me when I graduate.)

| | | | | | |
|------------|--|------------|------------|------------|------------|
| 1. | Meeting schedules | (1) | (2) | (3) | (4) |
| 2. | Meeting standards of performance | (1) | (2) | (3) | (4) |
| 3. | Using my time efficiently | (1) | (2) | (3) | (4) |
| 4. | Holding healthy attitudes toward work and supervision | (1) | (2) | (3) | (4) |
| 5. | Working with others | (1) | (2) | (3) | (4) |
| 6. | Sharing responsibility | (1) | (2) | (3) | (4) |
| 7. | Recognizing the importance of work | (1) | (2) | (3) | (4) |
| 8. | Learning and using basic skills and information | (1) | (2) | (3) | (4) |
| 9. | Taking personal responsibility for my assigned tasks | (1) | (2) | (3) | (4) |
| 10. | Applying my knowledge to the situation | (1) | (2) | (3) | (4) |
| 11. | Identifying my skills, talents, interests, and limitations | (1) | (2) | (3) | (4) |
| 12. | Learning and developing confidence in my skills and knowledge | (1) | (2) | (3) | (4) |

For the following, use the back of this form if needed.

List at least two strengths that you feel you bring to your job and what you feel to be your own unique contribution(s) to your department.

Identify your weakness(s) in your work habits and indicate ways you might improve.