

Student Leader Performance Evaluation

Name: _____

Position: _____

Date of Evaluation: _____

Using the Performance Standards below, rate the Student Leader's performance on each of the six performance Factors.

1. Unsatisfactory - *performance is unacceptable*
2. Needs Improvement - *performance frequently fails to meet acceptable standards*
3. Satisfactorily - *performance is adequate*
4. Exceeds - *performance frequently exceeds acceptable standards*
5. Outstanding - *performance is exemplary*

☐

Dependability - degree of supervision needed to carry out tasks to completion

Comments: _____

☐

Adaptability - ability to adjust to change in environment, job assignment, methods, personnel

Comments: _____

☐

Quantity of Work - extent to which amount of work produced compares to expectations

Comments: _____

☐

Quality of Work - extent to which work is accurate, thorough, effective, and on-time

Comments: _____

☐

Relationship with Peers - ability to communicate with peers, to earn respect, and confidence

Comments: _____

☐

Professionalism - job knowledge, innovative ability, good judgment, action-oriented

Comments: _____

Performance Goals Discussion Guide

Goals Discussion with: _____

Date: _____

1. What do you think are your strengths? Particular areas of knowledge, skill, competencies?

2. What is your personal vision for the coming year?

3. What would be the benefits to the organization if you achieved that vision?

To you?

4. What could you do more, better, or differently to achieve that vision?

5. How can I support you?

6. How will progress be measured?

7. Any specific follow-up actions from this meeting? (Who will do what? By when?)

8. Advisor Relationship - ability to work with advisor, take direction, share ideas, and accept constructive criticism

Comments:

9. List job accomplishments and achievements that the student leader has contributed to the organization relating to the student leader's job responsibilities and position description:

10. Suggestions for job performance improvement and goals for the coming year:

11. Overall Comments:

I have had an opportunity to discuss this evaluation with my Advisor:

Student Leader's Signature: _____

Advisor: _____

Date: _____