



SMITH COLLEGE CAMPUS CENTER

Student Employee Performance Evaluation ***SELF Evaluation – CCM***

Name: _____ Date: _____

This Evaluation is intended to serve as a reference for eligibility for future employment and assist in identifying areas of growth and development for the Student Employee, as well as the Campus Center Student Employee Program.

Please read the following questions and rate yourself according to the following categories:

- 1 – Never Meets Expectations
- 2 – Sometimes Meets Expectations
- 3 – Meets Expectations
- 4 – Consistently Meets Expectations, Occasionally Exceeds Expectations
- 5 – Always Exceeds Expectations

In addition, please explain your rating in the space provided.

.....

_____ Understands and fulfills job requirements, has knowledge of and enforces policies and procedures

Explain:

_____ Has a working knowledge of and is comfortable managing technical setups and equipment

Explain:

_____ Takes ownership for duties and completes them in an accurate and timely fashion

Explain:

_____ Responds well to instructions, is adaptable and flexible

Explain:

_____ Seeks clarification when needed

Explain:

_____ Acts responsibly and dependably, takes personal ownership of actions, decisions and consequences

Explain:

_____ Is on time and works during scheduled shifts, makes arrangements for shift coverage when needed

Explain:

_____ Takes initiative, is a self starter, sees the need and completes the task with little supervision

Explain:

_____ Makes good decisions and works effectively with pressure, deadlines and in ambiguous situations

Explain:

_____ Communicates and relates well with student employees, Leads, supervisor, professional staff and guests

Explain:

_____ Attends staff meetings and contributes to group dialogue

Explain:

_____ Demonstrates a positive attitude

Explain:

_____ Provides quality customer service, articulates clearly, listens and supports Campus Center guests

Explain:

_____ Focuses on individual guest, maintains good eye contact and follows through with guest's needs

Explain:

_____ Complies with dress code, is well groomed, wears nametag and presents an overall positive image

Explain:

_____ Has made the Kouses and Pozner Leadership Challenge their own and is able to put into daily practice

Explain:



Please answer the following questions to the best of your ability:

Identifiable Areas in which Student Employee excels:

Identifiable Areas of Improvement:

Please identify your intent as a Student Employee:

I am going abroad, but would like to continue my employment when I return.

Please identify semester in which you will return: _____

I plan to work for the remainder of the semester, but will not be returning as a Student Employee.

Additional Comments:



Student Employee Signature: _____ Date: _____

Please return this form to 106 no later than 4:00 pm on Friday, November 21, 2008.

Thank you.