

Name _____ Date _____

Student Health Center Clinical Assistant Self Evaluation Form

Evaluate your work experience this year at the Student Health Center as a Clerical Assistant. Rate each category listed below using a scale between 0 and 5.

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| 0 = Held no personal value as a work experience, no personal growth, not applicable to present career goals |
| 1 = Held minimal value as a work experience, no significant personal growth, probably not applicable to present career goals |
| 2 = Held a small value as a work experience, small amount of personal growth, vague applicability to present career goals |
| 3 = Held moderate value as a work experience; moderate, but significant personal growth; experience applicable to present career goals |
| 4 = Held substantial value as a work experience, considerable personal growth, substantial applicability to present career goals |
| 5 = Held remarkable value as a work experience, outstanding contribution to personal growth, unequivocal applicability to present career goals |

Transferable skills (skills you will be able to utilize in your future career)

- _____ Communication skills (with patients, staff members, or other student workers)
- _____ Interpersonal skills (with patients, staff members, or other student workers)
- _____ Team work (working well with others to accomplish goals and tasks of clinic)
- _____ Accountability (arriving to work on time, fulfilling job responsibilities as assigned)
- _____ Phone etiquette (with patients, other offices, and Truman faculty/staff members)
- _____ Attained experience about a clinic setting through this position
- _____ Attitude (remaining positive, open to new ideas, eager to learn new skills)
- _____ Work ethic (not superimposing personal belief system on others, an accountable and dependable team member, makes patient needs a priority concern)
- _____ Job performance (working within scope of training, working efficiently, completing tasks as assigned, following job description)
- _____ Attire (paying attention to professional appearance, following Health Center dress code for student workers)
- _____ Professionalism (cohesive representation of all evaluated categories)

Please answer the following questions:

How could the Student Health Center staff have better facilitated your personal growth through your position as a clerical assistant?

How could the Student Health Center staff have better assisted you in gaining transferable skills applicable to your future career?

Would you recommend your position as a clerical assistant to other students on campus looking for a rewarding scholarship/work study job?

Overall Evaluation

On a scale of 1-10, with 1 representing **“This position offered few skills that I will use in my future career”** to 10 representing **“This position offered multiple opportunities to refine skills or learn new skills that I will use in my future career”** please checkmark your overall evaluation:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	2	3	4	5	6	7	8	9	10

Thank you. We appreciate your feedback.