



The University of Alabama at Birmingham

Performance Evaluation

PURPOSE: The departments that report to Student Affairs strongly feel it is important to provide student employees with constructive feedback to enhance their work performance and professional development. The evaluation is a tool to objectively measure an employee's performance. This document is a written record of the employee's job performance and should be used to facilitate communication between the supervisor and the employee. The evaluation process should be used to motivate an employee and to identify the area(s) of employee strength and those that need improvement.

INSTRUCTIONS: The student employee should be given a blank evaluation form to complete and submit to their direct supervisor before the scheduled performance evaluation. Using the following rating scale, identify the rating that best describes the employee's performance for each performance factor in the space provided. Both the employee and supervisor's evaluations should be used during the performance evaluation. The bullets listed under each category reflect examples but are not all inclusive of how a student can be evaluated in each area.

Name:	Blazer ID:
Job Title:	Department:
Supervisor:	Unit/Area/Building:
Today's Date:	Evaluation Period (from/to):

STUDENT CAREER READY COMPETENCY SKILL EVALUATION

The scale used for this evaluation is as follows:

- 5 - High level of competence – extensive experience in the skill area
- 4 - Moderately high level of competence – good experience in the skill area
- 3 - Average level of competence – some experience in the skill area
- 2 - Low level of competence – little experience in the skill area
- 1- No level of competence – no experience in the skill area

STUDENT COMPETENCY SKILL EVALUATION

The scale used for this evaluation is as follows:

- 5 - High level of competence - extensive experience in the skill area
- 4 - Moderately high level of competence - good experience in the skill area
- 3 - Average level of competence - some experience in the skill area
- 2 - Low level of competence - little experience in the skill area
- 1- No level of competence - no experience in the skill area

PRACTICAL LEADERSHIP AND MANAGEMENT SKILL

- *Practical Leadership: Pertaining to action taken in situations that are faced every day; adapted or designed for actual use.*
- *Management Skill: The practice of understanding, developing and deploying people and their skills; overseeing workplace issues, employees, teamwork and team development and communication; giving employees duties and monitoring their performance while reaching the goal/objective.*

Please rate your perception of their level of ability: _____

Comments:

CIVIC IDENTITY & COMMITMENT TO SERVICE

- *Civic Identity (Responsible Citizenship): Comprised of actions and attitudes associated with democratic governance and social participation; a productive, caring and contributing member of society; have knowledge about their role in their communities, their country and their world. Participate in activities that make the world a better place.*
- *Commitment to Service: The ability to bring people together, facilitate agreements and drive efforts in the same direction; to devote one's life and talents to improving society regardless of social standing, wealth or privilege.*

Please rate your perception of their level of ability: _____

Comments:

CRITICAL THINKING & PROBLEM SOLVING

- *Critical Thinking: The objective analysis and evaluation of an issue in order to form a judgment; skillfully analyzing, assessing and reconstructing it. Self-directed, self-discipline, self-monitored and self-corrective thinking; intellectually disciplined process of actively and skillfully conceptualizing, applying analyzing, synthesizing and evaluating information.*

- *Problem Solving: The process of finding solutions to difficult or complex issues; using generic or ad hoc methods in an orderly manner to find solutions to problems; process of working through details of a problem to reach a solution.*

Please rate your perception of their level of ability: _____

Comments:

TECHNOLOGY

- *Technology: Proficiency in the use and navigation of technologies (hardware, software, social media platforms, etc.) to problem-solve, accomplish tasks and produce positive outcomes*

Please rate your perception of their level of ability: _____

Comments:

CULTURAL HUMILITY & GLOBAL FLUENCY

- *Cultural Humility: The ability to maintain an interpersonal stance in relation to the aspect of cultural identity that are most important to the other person.*
- *Global Fluency: The ability to understand and collaborate across the complexities of language, culture and multiple time zones.*

Please rate your perception of their level of ability: _____

Comments:

PROFESSIONALISM

- *Professionalism: The conduct, aims or qualities that characterize or mark a professional person; describes a type of behavior; the skill, good judgment and polite behavior that is expected from a person who is trained to do a job.*

Please rate your perception of their level of ability: _____

Comments:

Overall Performance

Individual Strengths Leading to Successful Performance *(Please provide a detailed narrative and examples, especially in all performance areas where self-evaluation indicates exceeding expectations):*

Comments:

Opportunities for Growth *(Please provide a detailed narrative and examples, especially in all performance areas where self-evaluation indicates either needing improvement or not meeting expectations):*

Comments: