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MID-TERM PERFORMANCE EVALUATION: STUDENT SELF-ASSESSMENT WORKSHEET

Please complete this worksheet and bring it to your performance evaluation. Your supervisor will also bring their assessment of you. By discussing these assessments, you and your supervisor can reflect on key accomplishments and challenges for your position. If your find differences in how you rate your performance, remember that these are subjective measures: "Needs improvement'" may just point to a need for more support or assistance.

This document will only be seen by yourself and your supervisor.

Part 1: Skills assessment

Please rate your effectiveness in the following skill areas. If the skill is NOT required in your Work Study or Work Learn position, circle N/A.

WORK PERFORMANCE

Teamwork

Excellent Good Satisfactory Needs improvement N/A

Taking initiative

Excellent Good Satisfactory Needs improvement N/A

Planning my time and work schedule effectively

Excellent Good Satisfactory Needs improvement N/A

Working efficiently and productively

Excellent Good Satisfactory Needs improvement N/A

Working independently

Excellent Good Satisfactory Needs improvement N/A

Listening to and following directions

Excellent Good Satisfactory Needs improvement N/A

Implementing feedback from supervisor and others

Excellent Good Satisfactory Needs improvement N/A

Producing accurate and high quality work

Excellent Good Satisfactory Needs improvement N/A

Bringing innovative and creative ideas to the workplace

Excellent Good Satisfactory Needs improvement N/A

Asking for clarification

Excellent Good Satisfactory Needs improvement N/A

Updating supervisor regularly on my progress

Excellent Good Satisfactory Needs improvement N/A

Informing supervisor of any problems or concerns

Excellent Good Satisfactory Needs improvement N/A

Communicating effectively with others

Excellent Good Satisfactory Needs improvement N/A

WORKPLACE CONDUCT

Arriving to work on time

Excellent Good Satisfactory Needs improvement N/A

Dressing appropriately for the position

Excellent Good Satisfactory Needs improvement N/A

Getting along with others in the workplace

Excellent Good Satisfactory Needs improvement N/A

Handling conflict appropriately

Excellent Good Satisfactory Needs improvement N/A

Attending work-related meetings

Excellent Good Satisfactory Needs improvement N/A

Giving sufficient notice about absences or schedule changes

Excellent Good Satisfactory Needs improvement N/A

Interacting with the public in a pleasant and courteous manner

Excellent Good Satisfactory Needs improvement N/A

Overall performance

Excellent Good Satisfactory Needs improvement N/A

SKILLS

Below are some job types and examples of skills they might require. Select the five skills that you use most in your position, and rate your performance in each of them. Be as specific as possible.

Job types and example skills

A. Conducting and/or contributing to research – e.g., reviewing/surveying literature; compiling research findings; writing reports, funding proposals, etc.; collecting, inputting and analyzing data; interviewing test subjects; presenting findings

B. Working in a research facility (e.g., laboratory) – e.g., understanding and using lab equipment; sterilizing and working with equipment in a safe manner; creating and collecting usable test samples; ensuring proper conditions for experiments

C. Contributing to projects and/or programs – e.g., recruiting and leading a team of student volunteers; managing projects; designing and giving presentations; writing proposals, budgets, professional correspondence; coordinating and planning events; liaising with others

D. Customer service/Information support – e.g., serving customers efficiently; cash/point-of-sale handling skills; using schedule/ booking appointments; answering questions from students/faculty/staff and directing them appropriately; communicating professionally

E. Office/Administrative/Library support – e.g., using office equipment such as fax, computer, copier, etc.; filing documents; creating and managing systems; transcribing meeting minutes; entering client information into database accurately and efficiently; shelving books and other materials accurately

F. Other support roles – e.g., caring for children in daycares or day camps; assisting coach/team at varsity events; etc.

G. Other positions that require specific technical skills – e.g., understanding and using equipment/computer software effectively; accurately transferring or copying files; updating websites

Your key skills

Skill #1: _____

Excellent Good Satisfactory Needs improvement N/A

Skill #2: _____

Excellent Good Satisfactory Needs improvement N/A

Skill #3: _____

Excellent Good Satisfactory Needs improvement N/A

Skill #4: _____

Excellent Good Satisfactory Needs improvement N/A

Skill #5: _____

Excellent Good Satisfactory Needs improvement N/A

Part 2: Reflection about your on-the-job learning

Answer the following questions using examples and point form where appropriate.

REFLECTION ON YOUR CURRENT POSITION

1. What do you think about your position so far? Has anything surprised you, or was unexpected? Explain.

2. What are your most satisfying accomplishments so far?

3. What have been the most challenging aspects of your work so far?

4. What new skills have you learned?

5. What do you hope to learn and accomplish in the remaining term of your contract (e.g., skills, knowledge)?

6. Is there anything that is confusing or unclear about your job that needs more explanation/attention? How can your supervisor best support you?

REFLECTION ON YOUR JOB OBJECTIVES

7. List your initial job objectives for this position. If you are still working on them, should they stay the same, or do you need to make any changes?

8. What has your progress been in meeting these objectives? What were your accomplishments? What is getting in the way of making progress? Think of steps you will take to overcome the challenges.

9. If you have met your objectives, list three new goals for the time remaining in your position. Remember to use goal SMARTS (e.g., specific, measurable, adaptable, realistic, time-targeted, supported).

Completion of assessment

Please indicate that you have met with your supervisor and reviewed and discussed this performance review by signing below.

_____

Student signature

_____

Supervisor signature

_____

Date