



Student Employee Self-Evaluation Worksheet

The purpose of this form is to help WNC Student

Employees prepare for their evaluation with their Supervisor. This worksheet provides tools to reflect on your job performance, goals, etc.

CUSTOMER SERVICE

Behaves in a welcoming manner. Creates a sense of inclusion for all customers. Efficiently and effectively meets customers' needs. Appropriately utilizes resources and provides accurate information. Pays attention to work place. Maintains a positive demeanor and appears proud to represent the college.

How do you think you are doing?

COMMUNICATION

Ability to express ideas and share information (written and spoken) in a productive manner. This includes non-verbal, attitude and tone. Promotes a welcoming work environment.

How do you think you are doing?

TEAMWORK

The degree to which the student employee works well with others. Willingness to assist on routine tasks and projects. Aware of and sensitive to the needs of the team.

How do you think you are doing?

QUALITY OF WORK

The degree to which the student employee demonstrates the ability to be responsible (including being on time), learning new tasks, and following instructions. Work is of high quality, accurate and complete.

How do you think you are doing?

Other things to think about:

What are your strengths in this job?

What are some areas you feel you need to grow in?

What have you learned since you started this job?

Do you have any personal goals in regards to this job?