

UTA Student Employee Competencies Evaluation Form

Student Employee's Name:

Job Title:

Evaluation Period:

Date:

Please rate the student employee's performance in the areas listed, using the rating scale below. If a competency cannot be rated, enter "N/A."
EE=Exceeds Expectations; ME=Meets Expectations; NI=Needs Improvement; N/A=Not Observable/Not Applicable.

| Competency | Employee Rating | Supervisor Rating |
|--|-----------------|-------------------|
| Critical Thinking / Problem Solving Exercises sound reasoning to analyze issues, make decisions, and overcome problems. Able to obtain, interpret, and use knowledge, facts and data, and may demonstrate originality and inventiveness. | | |
| Oral / Written Communications Articulates thoughts and ideas clearly and effectively in written and oral forms to persons inside and outside of the organization. Able to write/edit memos, letters, and technical reports. | | |
| Teamwork / Collaboration Builds collaborative relationships with colleagues and customers with diverse backgrounds and viewpoints. Able to work in a team structure and manage conflict. | | |
| Digital Technology Leverages existing digital technologies ethically and efficiently to solve problems, complete tasks, and accomplish goals. Demonstrates adaptability to new and emerging technologies. | | |
| Leadership Leverages the strengths of others to achieve common goals. Uses interpersonal skills to coach and develop others. Able to manage emotions. Uses empathy to guide and motivate, organize, prioritize and delegate work. | | |
| Professionalism Work Ethic Demonstrates personal accountability and effective work habits (punctuality, productivity, workload management). Understands the impact of non-verbal communication. Demonstrates integrity and ethical behavior; acts responsibly. Able to learn from mistakes. | | |
| Career Management Identifies and articulates skills, strengths, knowledge and experiences relevant to position. Understands how to appropriately self-advocate in the workplace. | | |
| Global / Intercultural Fluency Value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations, and religions. Demonstrates openness, inclusiveness, sensitivity, and the ability to interact respectfully with all people and understand individual differences. | | |
| Quality and Quantity of Work Works effectively and efficiently. Meets deadlines and accomplishes multiple tasks with accuracy and thoroughness. | | |
| Customer Service Ensures that department and university are accurately and positively portrayed. Requests are timely and accurate, and responses are complete. | | |
| Knowledge and Skills Demonstrates working level of skill/knowledge in area of expertise. Applies professional and technical expertise to best meet department/area needs. | | |
| | | |

General Comments (includes areas of strength and areas needing improvement):

Employee's Comments (may include employment environment and feedback regarding supervisor):

Supervisor Signature:

Date:

Student Employee Signature:

Date: