Employee Name:

Supervisor: Overall Evaluation Rating:

A chart with text on it

Description automatically generatedDate:

**ESSENTIAL JOB FUNCTIONS**

Summarize essential job functions here

|  |  |
| --- | --- |
| **JOB DUTIES** | **PERFORMANCE LEVEL RATING** |
| 1. **INSERT JOB FUNCTIONS SPECIFIC TO YOUR DEPARTMENT**   **EXAMPLE:** A student employee is expected to assist supervisors with administrative tasks:   1. The student employee schedules appointments and manages calendars for the supervisor 2. The student employee maintains accurate student records and updates files 3. The student employee serves as front-line support for student inquiries via email, phone, or in-person visits   **Comments:** Include justification for your performance level here. Include specific instances where these job functions were completed or not completed. |  |
| 1. A student employee for our department is also expected to maintain certification and comply with university and department administrative requirements.      1. Completed required trainings: compliance training (EEO, Title IX, Clery, and Ethics), FERPA, Cybersecurity, and Safety Awareness within the first 30 days of employment    2. **[INSERT ANY ADDITIONAL TRAINING REQUIREMENTS HERE]**   **Comments:** |  |

|  |  |
| --- | --- |
| **GLOBAL COMPETENCIES** | **PERFORMANCE LEVEL RATING** |
| 1. Quality of Customer Service/Relationship with Others/Communication (oral & written)    1. Respectful, cooperative, and effective in getting along with a diverse group of peers and staff    2. Maintains professional and positive boundaries with students and staff    3. Expresses ideas/information in a complete, clear, concise, organized, and timely manner    4. Reads and responds to all work-related emails    5. Actively listens to others and is open to suggestions    6. Exudes a positive attitude   **Comments:** |  |
| 1. Compliance/Staff Development 2. Complies with all university and department rules, laws, policies and procedures; attends all required training within the appropriate timeframe 3. Maintains a professional appearance and demeanor 4. Attended evaluation and all required meetings   **Comments:** |  |
| 1. Dependability/Accountability 2. Degree to which the employee can be relied upon and complete tasks in a timely manner 3. Completion of suggestions and/or requests by staff 4. Arrives on time for each shift and utilizes entire time allotted 5. Communicates concerns with supervisor   **Comments:** |  |

**DEVELOPMENT & GOALS**

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| --- |
| Evaluation Summary and Recommended Development: |

Supervisor Employee  
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_