**University of Colorado Boulder**

**STUDENT EMPLOYEE SELF EVALUATION**

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

**Please rate yourself for each criterion listed below.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|   | **SUPERIOR** |  **SATISFACTORY** |  **NEEDS** **IMPROVEMENT** | **UNSATISFACTORY** | **DOES NOT APPLY** |
| **CHARACTER:** |  |  |  |  |  |
| Maintains positive, pleasant, interested and enthusiastic attitude |  |  |  |  |  |
| Shows initiative and does work on his/her own |  |  |  |  |  |
| Is respectful of others |  |  |  |  |  |
| Is creative and offers new suggestions to problems |  |  |  |  |  |
| Demonstrates professionalism |  |  |  |  |  |
| Is a team player |  |  |  |  |  |
| **INTERPERSONAL SKILLS:** |  |  |  |  |  |
| Written communication skills |  |  |  |  |  |
| Oral communication skills |  |  |  |  |  |
| Works well with others |  |  |  |  |  |
| Uses language and humor appropriately |  |  |  |  |  |
| **ACCOUNTABILITY & RESPONSIBILITY:** |  |  |  |  |  |
| Maintains a clean space |  |  |  |  |  |
| Respectfully and responsibly calls in when late and sick |  |  |  |  |  |
| Attends all mandatory trainings and meetings |  |  |  |  |  |
| Approves Kronos on time and has minimal missed punches |  |  |  |  |  |
| Submits requests for time-off/vacation/schedule changes in a timely and respectful manner |  |  |  |  |  |
| Adheres to Office and University Security Policies |  |  |  |  |  |
| Respects private information |  |  |  |  |  |
| Uses office equipment and supplies responsibly |  |  |  |  |  |
| Adheres to office policies |  |  |  |  |  |
| Punctual attendance |  |  |  |  |  |
| Adheres to the dress code |  |  |  |  |  |
| Adheres to the lunch policy |  |  |  |  |  |
|   | **SUPERIOR** |  **SATISFACTORY** |  **NEEDS** **IMPROVEMENT** | **UNSATISFACTORY** | **DOES NOT APPLY** |
| Adheres to the four office standards: compliant, professional, accessible and proactive |  |  |  |  |  |
| **JOB PERFORMANCE:** |  |  |  |  |  |
| Demonstrates mastery of job |  |  |  |  |  |
| Produces desired amount of work in a timely manner |  |  |  |  |  |
| Accurate, thorough, makes minimal errors and is quick to find and correct them. |  |  |  |  |  |
| Pays attention to detail |  |  |  |  |  |
| Is organized  |  |  |  |  |  |
| Demonstrates increasing job knowledge |  |  |  |  |  |
| Demonstrates exceptional customer service |  |  |  |  |  |
| Excels as a supervisor |  |  |  |  |  |
| **Overall Job Performance:** |  |  |  |  |  |

Employee's comments:

**I have thoroughly and honestly completed the above self-evaluation to the best of my knowledge. I am aware that any information in this self-evaluation may be directly reflected in my actual evaluation. I am aware that by completing this evaluation I am not guaranteed a promotion or pay increase. I hereby agree to the above evaluation.**

Student's Signature Date