

Staff Evaluation Form

Staff Name: _____

Evaluator: _____

Date: _____

COMPETENCIES	COMMENTS
<p>Takes Initiative/Leadership*: Leverage the strengths of others to achieve common goals, and use interpersonal skills to coach and develop others. The individual is able to assess and manage his/her emotions and those of others; use empathetic skills to guide and motivate; and organize, prioritize, and delegate work.</p> <p style="text-align: center;">1 2 3 4 5</p> <p>Needs Improvement Excellent</p>	
<p>Professionalism/Work Ethic*: Demonstrate personal accountability and effective work habits, e.g., punctuality, working productively with others, and time workload management, and understand the impact of non-verbal communication on professional work image. The individual demonstrates integrity and ethical behavior, acts responsibly with the interests of the larger community in mind, and is able to learn from his/her mistakes.</p> <p style="text-align: center;">1 2 3 4 5</p> <p>Needs Improvement Excellent</p>	
<p>Oral Communication Skills*: Articulate thoughts and ideas clearly and effectively orally to persons inside and outside of the organization. The individual has public speaking skills and is able to express ideas to others.</p> <p style="text-align: center;">1 2 3 4 5</p> <p>Needs Improvement Excellent</p>	
<p>Teamwork/Collaboration*: Build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints. The individual is able to work within a team structure, and can negotiate and manage conflict.</p> <p style="text-align: center;">1 2 3 4 5</p> <p>Needs Improvement Excellent</p>	
<p>Written Communication Skills*: Articulate thoughts and ideas clearly and effectively in writing to persons inside and outside of the organization. The individual can write/edit emails, resumes/cover letters, and counseling notes/reports clearly and effectively.</p> <p style="text-align: center;">1 2 3 4 5</p> <p>Needs Improvement Excellent</p>	
<p>Use of Technology in Role*: Select and use appropriate technology to accomplish a given task. The individual is also able to apply computing skills to solve problems</p> <p style="text-align: center;">1 2 3 4 5</p> <p>Needs Improvement Excellent</p>	
<p>Critical Thinking/Problem Solving*: Exercise sound reasoning to analyze issues, make decisions, and overcome problems. The individual is able to obtain, interpret, and use knowledge, facts, and data in this process, and may demonstrate originality and inventiveness.</p> <p style="text-align: center;">1 2 3 4 5</p> <p>Needs Improvement Excellent</p>	
<p>Career Management*: Identify and articulate one's skills, strengths, knowledge, and experiences relevant to the position desired and career goals, and identify areas necessary for professional growth. The individual is able to navigate and explore job options, understands and can take the steps necessary to pursue opportunities, and understands how to self-advocate for opportunities in the workplace.</p> <p style="text-align: center;">1 2 3 4 5</p> <p>Needs Improvement Excellent</p>	

**The National Association of Colleges and Employers defines "career readiness as the attainment and demonstration of requisite competencies that broadly prepare college graduates for a successful transition into the workplace." We utilize this form annually to teach career management, the seventh competency identified by NACE.*

