

## Student Performance Evaluation MP3 2018-2019

### Welcome and Introduction

**Kindly please read the following before evaluating your student workers.**

This performance evaluation provides us with the information we need to help students become better workers. Each question relates to a benchmark for the Corporate Work Study Program. We ask that you evaluate the student employee's performance accurately and objectively. We have provided additional space for optional comments throughout; please include as many comments as possible to explain your ratings for student feedback. This feedback is essential for student growth and will be used for assigning trimester grades.

The review includes five sections:

- Part I: General Information
- Part II: Business Practices
- Part III: Life Long Learning
- Part IV: Technical Skills
- Part V: General Feedback and Overall Ratings
- Part VI: Looking Forward to 2019-2020

Throughout this survey, you will use a 5-point scale to evaluate the student employee's performance. A student earns a "3" rating when he or she meets the expectations of the role. Under this rating system, a score of 3 is good!

If you have any questions about the survey please contact your Client Relationship Associate or Elaine Schmidt in the CWSP office at [eschmidt@crestoreyny.org](mailto:eschmidt@crestoreyny.org) or by phone (212) 457-2815.

## Student Performance Evaluation MP3 2018-2019

### Part I: General Information

\* Indicates Required Question

\* 1. Student Employee Name:

\* 2. Student Employee Unique ID:

\* 3. Student Employee Grade Level

☐ Freshman

☐ Junior

☐ Sophomore

☐ Senior

\* 4. Supervisor Information

Supervisor Name:

Department:

Email Address:

Phone Number:

**5. If the person completing this survey is different from the student's primary supervisor, please complete the following:**

Name:

Email Address:

Phone Number:

The following questions are a requirement for the Cristo Rey Network's continued agreement with the Department of Labor to have our students in the workplace.

**\* 6. Please check the boxes to confirm both of the following statements:**

☐

I confirm that the student's job responsibilities have not changed in a way that could cause unsafe working conditions.

☐

I confirm that the student's job conditions are safe.

If you did not check both of the boxes above, please explain:

**\* 7. Select the job description that best describes the student employee's job title (check all that apply):**

☐

Administrative Assistant

☐

Patient Care Associate

☐

File Clerk

☐

Receptionist

☐

Mail Clerk

☐

Other (please specify)

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### Part II: Business Practices

This section is reflective of universal professional habits and behaviors that contribute to success in the workplace. Please rate the student for each skill he/she demonstrates on the job.

**\* 8. Please rate the student on the following skills:**

1. Does Not Meet Expectations	2. Occasionally Meets Expectations	3. Meets Expectations	4. Occasionally Exceeds Expectations	5. Exceeds Expectations
Even with guidance, student fails to demonstrate listed behaviors	With guidance, student occasionally demonstrates listed behavior	With limited guidance, student routinely demonstrates listed behaviors	Occasionally is independent, consistently demonstrates behaviors	Independently and consistently demonstrates listed behaviors

**Business, Etiquette and Ethics**

- Courteous behavior
- Confidentiality
- Handles property with care
- Engages staff according to company culture and organizational hierarchies

☐☐☐☐☐

Optional: Please use this space to provide any comments about your rating of the question above. Note: there will be comment fields at the end of this survey.

**\* 9. Please rate the student on the following skills:**

	1. Does Not Meet Expectations	2. Occasionally Meets Expectations	3. Meets Expectations	4. Occasionally Exceeds Expectations	5. Exceeds Expectations
<b><u>Communication - Listening</u></b>					
- Comprehends instructions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
- Relays information accurately	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
- Takes and uses notes when necessary	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b><u>Communication - Nonverbal</u></b>					
- Positive attitude	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
- Appropriate eye contact, body language, & dress code	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
- Interprets others' body language	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b><u>Communication - Verbal</u></b>					
- Positive attitude	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
- Word choice & tone	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
- Ability to maintain a conversation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Optional: Please use this space to provide any comments about your rating of the question above.

\* 10. Please rate the student on the following skills:

	1. Does Not Meet Expectations	2. Occasionally Meets Expectations	3. Meets Expectations	4. Occasionally Exceeds Expectations	5. Exceeds Expectations
<b><u>Complex Reasoning - Problem Solving</u></b>					
- Asks for help when needed	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
- Solves problems independently					
<b><u>Complex Reasoning - Learning &amp; Feedback</u></b>					
- Needs limited retraining	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
- Receives feedback well					

Optional: Please use this space to provide any comments about your rating of the question above.

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### Part III: Lifelong Learning Behaviors

Lifelong learning behaviors are transferable skills and behaviors that apply to both workplace and personal settings. Please rate the student for each skill he or she demonstrates on the job.

\* 11. Please rate the student on the following skills:

	1. Does Not Meet Expectations	2. Occasionally Meets Expectations	3. Meets Expectations	4. Occasionally Exceeds Expectations	5. Exceeds Expectations
<b><u>Precision &amp; Accuracy</u></b>					
- Correct errors with little to no help	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
- Produce accurate work					
<b><u>Teamwork &amp; Collaboration</u></b>					
- Expresses opinions professionally	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
- Receptive to others' opinions					
- Willing to collaborate					
<b><u>Productivity</u></b>					
- Flexibility					
- Ability to prioritize and complete tasks on time	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
- Focus and diligence on tasks					
<b><u>Initiative &amp; Self-Direction</u></b>					
- Seeks out additional and/or higher level work					
- Anticipates needs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
- Requires minimum supervision					
- Accepts responsibility for actions					

1. Does Not Meet  
Expectations

2. Occasionally Meets  
Expectations

3. Meets  
Expectations

4. Occasionally  
Exceeds Expectations

5. Exceeds  
Expectations

**Persistence**

- Does not give up
- Keeps commitments
- Overcomes obstacles and distractions

☐☐☐☐☐

Optional: Please use this space to provide any comments about your rating of the question above.



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### Part IV: Technical Skills

Please rate the student for each skill he or she is expected to demonstrate on the job. If the skill does not apply to the student's job, please select N/A.

\* 12. Please rate the student on the following skills:

	1. Does Not Meet Expectations	2. Occasionally Meets Expectations	3. Meets Expectations	4. Occasionally Exceeds Expectations	5. Exceeds Expectations	N / A
<b><u>Correspondence</u></b> Using email software functions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b><u>Office Equipment</u></b> Operating copier, printer, scanner, fax machine, etc.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b><u>Office Phones</u></b> Performing phone functions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b><u>Physical File Management</u></b> Managing physical filing systems	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b><u>Computer Programs and Software</u></b> - Word processing & data entry - File management - Proprietary software	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b><u>Customer Service</u></b> Providing internal and/or external customer service	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Optional: Please use this space to provide any comments about your rating of the question above.

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### Part V: General Feedback and Overall Ratings

Please share written feedback regarding student performance and any additional information you wish to share or feel is pertinent. This feedback informs students' personal goals for ongoing development in the workplace.

**\* 13. Identify the Student Worker's strengths:**

**\* 14. Identify areas that need improvement:**

**15. Should you wish to include additional feedback for CWSP team members, please share that here; your student will not read what is included below.**

**\* 16. The overall rating is a holistic view of the student's performance at work. Based on your ratings in the previous sections, please use the scale below to select an overall rating for your student.**

**Remember that a "3" is meeting expectations. Students who surpass your expectations should be rated either a "4" or "5." Students who continue to not meet your expectations after receiving feedback and/or re-training should be rated either a "1" or "2."**

	<b>1. Does Not Meet Expectations</b>	<b>2. Occasionally Meets Expectations</b>	<b>3. Meets Expectations</b>	<b>4. Occasionally Exceeds Expectations</b>	<b>5. Exceeds Expectations</b>
Overall Rating of Student Worker	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## Student Performance Evaluation MP3 2018-2019

Part VI: Looking Forward to 2019-2020

**17. Would you like this Student Worker to return next year?**

- ☐ Yes
- ☐ No
- ☐ N/A (Student is a Senior)
- ☐ If you answered "No," please elaborate:

**18. Would you like to nominate this student for "Student Worker of the Year"?**

- ☐ Yes
- ☐ No
- ☐ If you answered "Yes," please explain why you are nominating them for "Student Worker of the Year":

**19. Would you be interested in receiving feedback collected from your student worker?**

- ☐ Yes
- ☐ Not at this time