

### 3 Month - Student

### Manager Form

Review Period:

Status: \_\_\_\_\_

Manager:

Reviewer:

**Overall Rating: N/A**

#### Instructions

##### **Guidelines for Performing an Evaluation**

At the three month review, it is expected that at least five of the Student Involvement Outcomes will receive a review in the Training Zone (1-5).

At the six month review, it is expected that at least three of the Student Involvement Outcomes will receive a review in the Training Zone (1-5).

At the annual review, it is expected that at least one of the Student Involvement Outcomes will receive a review in the Training Zone (1-5).

#### Review Scale

**1 = Training: N/A**

Too new to evaluate or no basis to evaluate.

**2 = Training: Does Not Meet Expectations**

Does not meet standards not accepts responsibilities of job.

**3 = Training: Needs Improvement**

Work is incomplete, incorrect or confusing, not meeting objectives or volume of work expected.

**4 = Training: Still Training**

Maintains standards, shows improvement, is moving toward competency.

**5 = Training: Effective**

Has learned skills and competencies of position, though performance is not consistent.

**6 = Competency: Competent**

Completes all work assigned, understands all aspects of position, is productive and utilizes time well.

**7 = Competency: Meets Expectations**

Is accurate, thorough, well organized and effective. Follows through on assignments, anticipating needs and develops solutions.

**8 = Competency: Sometimes Exceeds Expectations**

Sets high standard for work and strives for high quality in completing assignments.

**9 = Competency: Consistently Exceeds Standards and Expectations.**

Consistently exceeds expectations. Puts forth extra effort to ensure high quality work product.

**10 = Competency: Outstanding**

Strong, positive force in work group. consistently has exceptional output of assignments. Completes work beyond scope of normal work.

<b>Questions</b>
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1. **Responsibility/Accountability:** Makes appropriate decisions; accepts consequences of actions; meets expectations and commitments; takes responsibility for own learning. Is on time to job as scheduled.

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2. **Independence/Interdependence:** Determines appropriately when to act alone and when to work/consult with others; initiates action and effectively engages others to enhance outcomes; adapts behavior as appropriate.

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3. **Goal Orientation:** Manages energy and behavior to accomplish assignments; demonstrates effective planning and purposeful behavior; does not allow distractions to prevent timely completion of tasks.

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4. **Self Confidence/Humility:** Maintains/projects optimistic view; expects the best from self and others; knows strengths and weaknesses; shows interest in learning about others; able to help others adapt to new situations.

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5. **Resilience:** Recovers/learns from set-backs or errors and continues to work successfully; works through disappointments/errors by understanding their causes, repairing them, and avoiding them in the future.

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6. **Appreciation of Differences:** Works effectively with others, despite differences; recognizes advantages of moving outside of comfort zone; conveys an appreciation and respect for diversity and others' values/beliefs.

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7. **Tolerance of Ambiguity:** Demonstrates intellectual and emotional ability to perform in complicated environments and under conditions of uncertainty.

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8. **Communication:** Communicates well, engages customers appropriately, strives to solve customer concerns.

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**General Comments**

**Overall Rating**

Rating:

Reviewer:

Reviewer Signature: \_\_\_\_\_

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

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

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