PART I – STUDENT SELF EVALUATION (To be completed by student prior to meeting with supervisor)

1. List the skills, knowledge, and abilities learned or enhanced in this position. If possible, provide examples.

2. Describe the strengths that you bring to the workplace.

3. Describe any challenges in this position that you have mastered or tackled.

4. Describe any challenges in this position you are currently facing.

5. Please offer any suggestions for change that could enhance the workplace for both the population served and the employee(s).
PART II – SUPERVISOR EVALUATION (To be completed by supervisor and shared with student during meeting)

Review the current job description with student and update as needed. Any changes should be attached to the evaluation and submitted to the Student Employment Office.

Circle the appropriate number that best describes the student's performance in the categories listed below based on the following scale:

1-Unsatisfactory  2- Good  3-Very Good  4-Outstanding

Service Oriented - pleasant, interested, enthusiastic, attentive

Initiative - self-starter, does work on own

Creativity - has new ideas, finds new approaches to problems

Mastery of Job Skills – exhibited necessary skills

Cooperation - works well with others, willing to do own part

Dependability - reliable, trustworthy, conscientious

Attendance – punctual, reliable

Efficiency – accurate, thorough, completes tasks

Productivity - produces desired quantity of work

Care of Materials and Equipment - careful, not wasteful

Additional Comments:

____________________________________  ___/___/___ _____________________________  ___/___/___

Supervisor's Signature  Date  Student's Signature  Date

Please Note: Signatures indicate that this evaluation has been read and discussed. If there is an unresolved issue, please contact the Student Employment Coordinator.

PART III – RELEASE AND WAIVER

Your signature below authorizes the Student Employment Office to share this evaluation and to provide any and all information regarding your on campus employment in the position listed above to potential employers including department supervisors at Middlebury College.

_____________________________________ ___/___/___

Student's Signature  Date

PLEASE RETURN COMPLETED FORM TO THE STUDENT EMPLOYMENT OFFICE