BEREA COLLEGE

Student Labor Evaluation Form

Date: ____/____/____   Student ID: _____

Name: (last)_____ (Initial) _____ (first)_____

Code: _____   Grade Level:_____

Title:_____

Department: _____

> Workplace Expectation Reference

Performance Expectations	Evaluation Scale	Score	**Supervisor Comments
ATTENDANCE [2, 4] • Is punctual and arrives on time for work as scheduled and/or required. • Gives advance notices of absences.	0 ** |14-16| 20 Unreliable Attendance — Very reliable Attendance	Mid Point Final	
ACCOUNTABILITY [2, 4, 6] • Manages time well and provides timely completion of job assignments. • Supports workplace policies and procedures including dress and safety requirements. • Ensures proper care of college equipment, facilities, materials, and work environment.	0 |7-8| 10 Unresponsive to the expectations of supervisor, department, and college — Exceptional in response to the expectations of supervisor, department, and college	Mid Point Final	
TEAMWORK [1,3,4,5,7] • Demonstrates a willingness to work, support, and collaborate with supervisors and co-workers while promoting a positive atmosphere in the workplace for all people. • Demonstrates an understanding of the relationship of his/her work to the work of others within the department.	0 Does not support team or group tasks	Mid Point Final	
INITIATIVE [2, 5, 7] • Consistently completes job assignments without need for constant supervision. • Is a self-starter with the ability to adjust and adapt to change as needed.	0 |7-8| 10 Shows minimal to no initiative and is inflexible — Completes all tasks with minimal or no direction & is flexible	Mid Point Final	
RESPECT [2, 3, 4] • Exhibits professional conduct in the workplace and interacts respectfully with supervisors, co-workers and those being served. • Respectfully deals with conflict and differing points of view.	0 |7-8| 10 Little effort to be professional in communication and conduct — Superior professional communication and conduct	Mid Point Final	
LEARNING [1] • Enhances the effectiveness of co-workers and the department by sharing knowledge. • Demonstrates an interest in acquiring new skills • Seeks to reflect and understand the value of the job and how it relates to personal development.	0 |14-16| 20 Little effort given to maximize learning opportunities — Superior effort is given to maximize learning opportunities	Mid Point Final	
JOB SPECIFIC The degree to which this student fulfills the basic labor requirements and objectives as set forth in his/her job description.	0 |14-16| 20 Fails to meet job description requirements — Excels at meeting job description requirements	Mid Point Final	

Total Mid-Point	Total Final

Continue Comments On Back Of Form

_____
Supervisor's Signature   Date

I have read and discussed my evaluation scoring and comments with...
Additional comments I have are:

_____   _____
Student Signature   Date

SCORING

90 -100	Exceptional Labor Performance
80-89	Exceeds Expectations
70-79 **	Meets Expectations
60-69	Needs Improvement
59-below	Not Meeting Expectations of the Department

** *Meeting Expectations should be considered doing a good job. The score range (70-79) rates performance at expected levels with evaluation scale examples* \|14-16\| *indicating a suggested point range for meeting those expectations. Exceeding Expectations and Exceptional Performance ratings should be reserved for students who go beyond basic expectations for the job.* <u>*Supervisors should give an explanation in the comments box when rating above/below the suggested range for meeting expectations.*</u>

*1	Exhibits Enthusiasm For Learning	2	Act With Integrity And Caring	3	Value All People	4	Work As A Team	5	Serve Others	6	Encourage Plain And Sustainable Living	7	Celebrate Work Well Done

* Numbers indicate ways in which indicated Performance Expectations and descriptors support Workplace Expectations.

*(Annotation callouts: Workplace Expectation Reference; Mid-point and Final scoring; Visual evaluation scale for reference. Shaded numbers denotes range for **Meeting Expectations.; Single word, easily identifiable Workplace Performance Expectations as Main Evaluation Points.; Scoring Legend; "Mid-Point" & "Total" Scoring Box; Workplace Expectation Reference)*