

Performance Evaluation

This should be completed at the end of each academic year or the end of employment, whichever is first. This is an opportunity to reflect on SMART goals and student achievement. This can be formal or an informal conversation between you and the student.

Student Name:

Job Title:

Dates:

Performance management helps employees reach goals that support the ASC and Career Services vision of “student-centered support, inspiring the college community to achieve academic success and engagement” and engaging students and alumni in developing skills and self-knowledge to lead meaningful professional lives.”

Dept:

Employee: Enter two SMART goals related to your job description. At the end of the term, comments will be rated with one of the following: **Did Not Meet Expectations, Inconsistent, Effective, Distinctive**

Department goals and job description were reviewed.

Individual goals were acknowledged on (MM/DD/YYYY)

Performance Check-in discussion(s) took place on: (list of dates)

Goal 1:

Self-Assessment:

Supervisor Comments:

Self-Rating:

Supervisor Rating

Goal 2:

Self-Assessment:

Supervisor Comments:

Self-Rating:

Supervisor Rating

Employee: Reflect on your achievements, review job description, CS Mission, and provide a few examples of how these behaviors were demonstrated. Summarize what went well, what you would do differently, and what you want to focus on for future development.