

# Student Leader Performance Evaluation

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date of Evaluation: \_\_\_\_\_

Using the Performance Standards below, rate the Student Leader's performance on each of the six performance Factors.

1. Unsatisfactory - *performance is unacceptable*
2. Needs Improvement - *performance frequently fails to meet acceptable standards*
3. Satisfactorily - *performance is adequate*
4. Exceeds - *performance frequently exceeds acceptable standards*
5. Outstanding - *performance is exemplary*

**Dependability** - degree of supervision needed to carry out tasks to completion.

Comments: \_\_\_\_\_

\_\_\_\_\_

**Adaptability** - ability to adjust to change in environment, job assignment, methods, personnel.

Comments: \_\_\_\_\_

\_\_\_\_\_

**Quantity of Work** - extent to which amount of work produced compares to expectations.

Comments: \_\_\_\_\_

\_\_\_\_\_

**Quality of Work** - extent to which work is accurate, thorough, effective, and on-time.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Relationship with Peers** - ability to communicate with peers, to earn respect, and confidence.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Professionalism** -job knowledge, innovative ability, good judgment, action-oriented.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Performance Goals Discussion Guide

Goals Discussion with: \_\_\_\_\_

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

1. What do you think are your strengths? Particular areas of knowledge, skill, competencies?

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2. What is your personal vision for the coming year?

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3. What would be the benefits to the organization if you achieved that vision?

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To you?

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4. What could you do more, better, or differently to achieve that vision?

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5. How can I support you?

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6. How will progress be measured?

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7. Any specific follow-up actions from this meeting? (Who will do what? By when?)

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8. Advisor Relationship - ability to work with advisor, take direction, share ideas, and accept constructive criticism

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9. List job accomplishments and achievements that the student leader has contributed to the organization relating to the student leader's job responsibilities and position description:

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10. Suggestions for job performance improvement and goals for the coming year:

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11. Overall Comments:

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I have had an opportunity to discuss this evaluation with my Advisor:

Student Leader's Signature: \_\_\_\_\_

Advisor: \_\_\_\_\_

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