



**Administrative Units' Student Evaluation  
LEAP Initiative Action Plan**

Date: \_\_\_\_\_  
 Student Name:\_\_\_\_  
 Department:\_\_\_\_\_UWWPS  
 \_\_\_\_\_ New employee  
 \_\_\_\_\_ Returning employee

**Supervisors:**

Please complete the following evaluation form for every student employee you supervise. Be prepared to have a dialogue between you and your employee about the evaluation, during a mutually agreed upon one-on-one meeting. Check the appropriate rating based on the student's overall performance and make comments below.

- A. Communication (Intellectual and Practical Skills)** - Effectively displays verbal, written, and listening skills. Expresses opinions and thoughts with peers, supervisors, and customers, in a professional manner.

Exceeds Expectations	Meets Expectations	Needs Improvement	Unsatisfactory

**Comments:**

- B. Conduct and Appearance (Personal and Social Responsibility)** - Makes ethical decisions while treating customers and co-workers with respect. Is courteous and professional with customers (remember, students are our customers). Appropriate attire is worn at all times.

Exceeds Expectations	Meets Expectations	Needs Improvement	Unsatisfactory

**Comments:**

- C. Work Ethic and Attitude (Personal and Social Responsibility)** - Arrives to work on time prepared to learn and explore, while using work time efficiently. Takes initiative managing workload, including problem solving, and handles difficult situations responsibly. Completes tasks in a timely manner. Takes responsibility for his or her actions.

Exceeds Expectations	Meets Expectations	Needs Improvement	Unsatisfactory

**Comments:**

**D. Teamwork Skills (Intellectual and Practical Skills)** - Employee is willing to come together with co-workers and work towards a common goal.

Exceeds Expectations	Meets Expectations	Needs Improvement	Unsatisfactory

Comments:

**E. Relationships and Intercultural Knowledge (Knowledge of Human Cultures and the Physical and Natural World)** - Ability to interact and work with people from diverse backgrounds. Demonstrates willingness to learn from, support, and understand those who are different than they are. Exhibits a willingness to openly communicate and lend support and feedback to all stakeholders.

Exceeds Expectations	Meets Expectations	Needs Improvement	Unsatisfactory

Comments:

**F. Critical and Creative Thinking, Integrative and Applied Learning (Intellectual, Practical and Integrative Skills)** - Uses good judgment. Works to find resolutions to situations, issues or concerns using observation, experience and analytical skills. Willing to suggest and adapt to change as well as stepping outside of his or her comfort zone by observing and/or using past experiences and analytical skills.

Exceeds Expectations	Meets Expectations	Needs Improvement	Unsatisfactory

Comments:

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

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_