



LEWIS-CLARK STATE
COLLEGE

WORK SCHOLARS

Self-Evaluation

Name: _____ Date: _____

How to use this Self-Evaluation:

In preparation for evaluation meetings it is always helpful to self-assess. Be honest with yourself (but not too hard on yourself) about how you are measuring up in comparison with what is expected of you. Be prepared to discuss areas where you feel you are excelling, where your skills may be lacking, or areas where you would like grow.

Worksite Learning Goals are:

- 1. To develop and apply the six soft skills: *attendance, accountability, teamwork, initiative, respect, and learning.*

These directly relate to:

- the work site
- the description of duties
- the learning opportunities sections of the job description

Expected Outcome: *In their employment positions, students will exhibit the good habits of attendance, accountability, teamwork, initiative, respect, and life-long learning.*

- 2. To develop and apply the hard skills articulated in the work site, the description of duties and the learning opportunities sections of the job description.

Expected Outcome: *In their employment positions, students will demonstrate through their work, the specific skills and/or attitudes set forth in their job description.*

- 3. To progress over time to more skilled and responsible levels of work.

Expected Outcome: *Students will show advancement in skill, leadership and responsibility.*

Please self-assess your work, you may wish to explain your assessment in the space provided.

Attendance

- Is punctual and arrives on time for work as scheduled and/or required
- Gives advance notice of absences (expected or unexpected)

"I am committed to being on time and engaged in the work at hand."

"I communicate my absences effectively with my supervisor."

Consistently does not meet expectations	Sometimes meets expectations	Meets expectations

Accountability

- Manages time well and is able to provide 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
- Accepts responsibility and responds appropriately when errors occur

“I take ownership for duties and complete them in an accurate and timely fashion.”
“I comply with the dress code, am well-groomed, and present an overall positive image.”

Is not meeting expectations	Sometimes meets expectations	Meets expectations

Teamwork

- 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

“I communicate and relate well with students, colleagues, staff, supervisors and guests.”
“I attend staff meetings and/or contribute to group dialogue.”

Consistently does not meet expectations	Sometimes meets expectations	Meets expectations

Initiative

- Consistently completes job assignments without need for constant supervision
- Is a self-starter with the ability to adjust and adapt to change as needed

“I respond well to instructions, am adaptable and flexible.”
“I take the initiative, am a self-starter. I see the needs of my employer and complete the tasks with little supervision.”
“I seek clarification when needed.”

Consistently does not meet expectations	Sometimes meets expectations	Meets expectations

Respect

- Exhibits professional conduct in the workplace and interacts respectfully with all people including supervisors, co-workers and those being served
- Respectfully deals with conflict and differing points of view

“I demonstrate a positive attitude”

“I listen to others with the intent to understand their perspective.”

“I focus on individual customer service and follow through to make sure we meet their needs.”

Consistently does not meet expectations	Sometimes meets expectations	Meets expectations

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Learning

- Enhances the effectiveness of co-workers and the department by sharing knowledge
- Demonstrates an interest in acquiring new skills

“I share ideas and look for opportunities to learn.”

Consistently does not meet expectations	Sometimes meets expectations	Meets expectations

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Job Specific

- The degree to which this student fulfills the basic labor requirements and objectives as set forth in his/her job description.
 - **Meeting Expectations:** I fulfill the job-related requirements for the position.
 - **Exceeding Performance Expectations:** I take advantage and participate in the additional developmental aspects of the job, such as professional development opportunities
 - **Is Not Meeting Performance Expectations:** The degree to which students are not fulfilling the job-related requirements for the position, regardless of circumstances.

“I understand and fulfill job requirements.”

“I have knowledge of and abide by (or enforce) policies and procedures. I have a working knowledge of and am comfortable managing the technical aspects of my position, including technical setups and equipment.”

Consistently does not meet expectations	Sometimes meets expectations	Meets expectations

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Additional Comments:

I feel I excel in the following areas:

I feel like I have improved (learned) the most in the following areas:

Additional Responsibilities:

I want to learn more about the following area(s):

I feel I am ready for additional responsibilities in the following area(s):

I would like to have gain experience in the following area(s):