STUDENT EVALUATION CRITERIA

To be successful following your degree, no matter what professional path you choose, you need to be able to do certain things. The following criteria will be used to evaluate you at the end of each term and provide feedback on your performance. At the start of each evaluation period, you will set goals in each category, then report on your accomplishments at the end of the period as the basis for your performance appraisal. In reporting on your accomplishments, you should be able to provide evidence that you are either (a) learning how to do each skill, or (b) able to do it well already.

To be successful, you need to be able to...

	CRITERIA	SAMPLE ACTIVITIES/OUTCOMES
COMMUNICATION	**Write well** *(concisely, correctly, and convincingly)*	• Published papers/books • Proposals • Press releases • Project abstracts
	Visually present well *(clearly and compellingly)*	• Posters • Slide sets • Web sites • Models • Marketing material
	Speak well *(authoritatively and accurately)*	• Guest lectures • Presentations
	Make a good case *(back up claims and articulate reasoning)*	• Proposals • Project reports
	Listen effectively *(mirror the requirements of others)*	• Proposals • Meeting minutes • Project reports
PEOPLE MANAGEMENT	**Build your network** *(both inside and outside immediate circles)*	• Organizational memberships • Participation in external events • Internal/external outreach
	Work in self-organizing teams with peers *(plan task implementation; resolve problems; deliver results)*	• Completion of project tasks • Developing project deliverables • Planning team activities
	Build organizational equity *(help others; share your knowledge/skills)*	• Service activities • Building infrastructure
	Work effectively with bosses/sponsors *(communicate effectively; respond to requests and feedback)*	• Meetings • Invited proposals • Awards
	Manage subordinates *(communicate effectively; formulate requests; provide feedback)*	• Completion of project tasks • Developing project deliverables
	Manage perceptions and present yourself appropriately *(professional presentation of self and work)*	• Behaviors in meetings • Awards

	CRITERIA	SAMPLE ACTIVITIES/OUTCOMES
PROJECT MANAGEMENT	**Plan, implement, and deal with the unexpected on projects** *(plan project implementation; deliver results)*	• Completion of project tasks • Developing project deliverables • Project implementation plans
	Find, absorb, and critically evaluate information *(build on the work of others)*	• Literature reviews • Annotated bibliographies • Databases • Items read/reviewed
	Generate and consider multiple alternative solutions/approaches *(recognize and evaluate options)*	• Project implementation plans • Proposals • Progress reports
	Produce tangible deliverables with reasonable effort and limited resources *(deliver results at an appropriate cost)*	• Completion of project tasks • Developing project deliverables
	Maintain quality/attention to detail *(meet/exceed minimum requirements; establish higher standards of performance; be an example for others)*	• Accepted publications • Accepted project deliverables • Awards/Invitations
	Recognize when a plan isn't working and adapt accordingly; diagnose problems *(deliver results at an appropriate cost)*	• Completion of project tasks • Developing project deliverables
PERSONAL MANAGEMENT	**Have personal and professional integrity** *(keep commitments, communicate appropriately and honestly)*	• Keeping commitments • Work ethic • Honesty
	Be resourceful and self-sufficient *(deliver results within resource constraints; obtain additional resources if needed)*	• Completion of project tasks • Completion of personal goals • Developing new skill sets
	Expand personal resiliency *(identify and obtain useful skills/capabilities; maintain existing capabilities; develop ability to deal with adversity)*	• Courses/training taken • Volunteer work • Consulting • Mental/physical fitness
	Know yourself and respect your needs, aspirations, and limits *(be aware of and respect personal limits; manage relationships with that knowledge in mind)*	• Setting and maintaining personal boundaries • Maintaining social relationships
OTHER	Describe other skills/criteria relevant for your personal goals and situation…	

Student:_____

Evaluation Period: _____

	EVALUATION CRITERIA	Weight Low, Med, High, N/A	CONSISTENTLY BELOW EXPECTATIONS	DOES NOT MEET SOME EXPECTATIONS	MEETS EXPECTATIONS	EXCEEDS SOME EXPECTATIONS	CONSISTENTLY BEYOND EXPECTATIONS
COMMUNICATION	Write well						
	Visually present well						
	Speak well						
	Make a good case						
	Listen effectively						
PEOPLE MANAGEMENT	Build your network						
	Work in self-organizing teams with peers						
	Build organizational equity						
	Work effectively with bosses/sponsors						
	Manage subordinates						
	Manage perceptions and present yourself appropriately						
PROJECT MANAGEMENT	Plan, implement, and deal with the unexpected on projects						
	Find, absorb, and critically evaluate information						
	Generate and consider multiple alternative solutions/approaches						
	Produce tangible deliverables with reasonable effort and limited resources						
	Maintain quality/attention to detail						
	Recognize when a plan isn't working and adapt accordingly; diagnose problems						
PERSONAL MANAGEMENT	Have personal and professional integrity						
	Be resourceful and self-sufficient						
	Expand personal resiliency						
	Know yourself and respect your needs, aspirations, and limits						
OTHER							

1. **Summary of overall effectiveness in job performance**

2. **Long-range plans for professional growth**
   Supervisor and employee should develop this section cooperatively. Include leadership opportunities, advanced degrees, certifications, refereed papers and other publications, professional society activities, special courses, other.

3. **Is this employee making satisfactory progress toward further advancement in his/her present work activity? If so, describe the progress. If not, what options are available for further development?**

4. **Employee Comments:** Use additional sheets if necessary.

Employee's Signature:	**Date:**

(Acknowledges receipt of appraisal only; does not necessarily indicate agreement.)

Appraiser's Signature:	**Job Title:**	**Date:**