



MENTORSHIP CHECK-IN [STUDENT ASSISTANT]

Student Assistants complete this form.

STUDENT SELF-EVALUATION

The intent of this evaluation is to improve communication between student assistants and mentors/supervisors. This feedback will help student assistants further develop and enhance their skills and abilities for future job opportunities. The intent of this first portion is to ensure that you as a student have committed yourself professionally to the mentorship experience.

Scoring Guide

(U) Unsatisfactory: failure to meet minimal requirements on a consistent basis

(FD) Further Development Needed: minimal requirements met some of the time; however, not on a consistent basis

(S) Satisfactory: performance meets general expectations; doing a good job

(A) Above Average often exceeds requirements and completes tasks in an outstanding way

(E) Excellent: consistently and substantially exceeds requirements on a regular basis

(N/A) Not Applicable: not relevant to position

ATTENDANCE AND PUNCTUALITY	U	FD	S	A	E	N/A
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Is present when scheduled, on time, and prepared to work

INITIATIVE	U	FD	S	A	E	N/A
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Self-starting ability, resourcefulness, and creativity as applied to the duties of the position

PLANNING AND ORGANIZING	U	FD	S	A	E	N/A
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Handles varying work demands; develops efficient methods; establishes work priorities and utilizes available resources; time management

ATTITUDE	U	FD	S	A	E	N/A
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Maintains professional and courteous demeanor

INTERPERSONAL SKILLS	U	FD	S	A	E	N/A
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Works & communicates well with other employees and the public; attitude; effectively works relationships

QUALITY OF WORK	U	FD	S	A	E	N/A
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Produces tasks accurately, completely, and thoroughly

JOB KNOWLEDGE	U	FD	S	A	E	N/A
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Understands operational procedures, demonstrates good judgements & decision making

PROBLEM SOLVING AND CRITICAL THINKING	U	FD	S	A	E	N/A
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Evaluates a situation objectively and decides upon an appropriate solution to a problem

WRITING SKILLS	U	FD	S	A	E	N/A
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Communicates effectively in writing, demonstrating knowledge of basic grammar skills

TECHNOLOGY SKILLS	U	FD	S	A	E	N/A
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Uses technology such as computers and business office machines; demonstrates success with learning new programs and operation of office technology

ATTENTION TO DETAIL	U	FD	S	A	E	N/A
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Completes tasks with few errors; making sure established standards are met

DEPENDABILITY	U	FD	S	A	E	N/A
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Meets deadlines without close supervision; accepts responsibility; has a good attendance record

CONFIDENTIALITY	U	FD	S	A	E	N/A
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Maintains confidentiality of departmental records; does not discuss these material with other people

PRODUCTIVITY	U	FD	S	A	E	N/A
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The student's volume of acceptable work

WORK HABITS	U	FD	S	A	E	N/A
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Operations and care of equipment; safety practices; observation of department policy and procedures; appropriate attire and grooming

EVALUTATE THE MENTORSHIP EXPERIENCE

Provide feedback in this section about the mentorship experience. What is working? What needs to be improved?

MENTORSHIP EVALUATION	YES	NO
Were you able to participate in activities? Circle the activities that apply: <ul style="list-style-type: none"> • Attend meetings/conferences/seminars • Assist in preparing reports or gathering data • Learn about budgets and logistics • Opportunity to try different tasks • Assist in planning events/retreats • Completed a project on your own • Attend a conference or seminar • Other: _____ 	Yes	No
Did you provide regular feedback, in addition to this evaluation?	Yes	No
Were you introduced to other professionals to establish future professional networks?	Yes	No
If you are close to a job hunt, were you connected with resources or other mentors to help guide you with resumes and interviews?	Yes	No

Student Assistant Goals before the next evaluation:

STUDENT ASSISTANT GOALS BEFORE THE NEXT MEETING:

Remember to schedule your future meeting date at the end of this evaluation.

Student's Signature

Date

Mentor/Supervisor's Signature

Date