



Student Assistants complete this form.

STUDENT ASSISTANT SELF-EVALUATION

The intent of this evaluation is to reflect on the mentorship experience between student assistants and mentors/supervisors. This feedback will help your mentor further develop and enhance their skills and abilities for future job opportunities.

This portion is provided for you to rank your performance in these areas.

Scoring Guide						
(U) Unsatisfactory: failure to meet minimal requirements on a consistent basis						
(FD) Further Development Needed: minimal requirements met <u>some</u> of the time; however, not on a consistent basis						
(S) Satisfactory: performance meets <u>general</u> expectations; doing a good job						
(A) Above Average <u>often</u> exceeds requirements and completes tasks in an outstanding way						
(E) Excellent: <u>consistently</u> and <u>substantially</u> 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 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:		
• Attend meetings/conferences/seminars	Yes	No
• Assist in preparing reports or gathering data	Yes	No
• Learn about budgets and logistics	Yes	No
• Opportunity to try different tasks	Yes	No
• Assist in planning events/retreats	Yes	No
• Completed a project on your own	Yes	No
• Attend a conference or seminar	Yes	No
• 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 Comments: (Include areas of improvement, specific things that you learned while working, how things could have been handled differently, etc.)

What is your take away from this experience? Future Goals, etc.

Additional Comments about the Mentorship Program:

Remember to visit the Career Center at CSUN for more ideas to further your career.