

STUDENT COMPETENCIES EVALUATION FORM

Student's Name: _____

Title: _____

Evaluation Period: __ Fall __ Spring __ Summer

Today's Date: _____

Effective evaluation of performance is an on-going process. This form reviews progress toward meeting expectations, identifies growth opportunities and helps prepare the student for the working world. These competency areas are based upon the National Association of Colleges and Employers (NACE) Career Readiness Standards.

4 = Exceeds Expectations

3 - Meets Expectations

2 - Needs Improvement

1 - Unsatisfactory

COMMUNICATION:

4 | 3 | 2 | 1 | NA

EQUITY & INCLUSION:**4 | 3 | 2 | 1 | NA (circle one)**

Rate the student's overall **EQUITY & INCLUSION** skills, (i.e., ability to engage and include people from different local and global cultures; engage in anti-racist practices). Sample behaviors may include the following:

- Solicit/use feedback from multiple cultural perspectives to make inclusive decisions
- Actively contribute to equitable practices and advocate for inclusion and justice
- Seek global, cross-cultural interactions and experiences that lead to personal growth

TEAMWORK:

4 | 3 | 2 | 1 | NA (circle one)

Rate the student's overall **TEAMWORK** (i.e., build and maintain collaborative relationships working toward common goals, while appreciating diverse viewpoints and shared responsibilities. Sample behaviors may include the following:

- Listen to others, taking time to understand and ask questions without interrupting
- Manage conflict, respect diverse personalities, and meet ambiguity with resilience
- Be accountable for individual and team responsibilities/deliverables
- Employ personal strengths, knowledge, and talents to complement those of others
- Compromise and collaborate to achieve common goals
- Build strong, positive working relationships with supervisor and team members

Comments? Please provide an example of how the student has used this skill in their experience.

TECHNOLOGY:

4 | 3 | 2 | 1 | NA (circle one)

Rate the student's **TECHNOLOGY** skills (i.e., use technology ethically to enhance efficiency, complete tasks, and achieve goals). Sample behaviors may include the following:

- Navigate change and be open to learning new technologies
- Use technology to improve efficiency and work productivity
- Identify appropriate technology for completing specific tasks
- Quickly adapt to new or unfamiliar technologies
- Use technology to achieve strategic goals

Comments? Please provide an example of how the student has used this skill in their

GOAL SETTING

Please indicate at least two goals/areas of development for this student.

1.

2.

Student's Name (Please Print): _____

Student Signature/Date: _____

Supervisor's Name (Please Print): _____

Supervisor's Signature/Date: _____

Employer/Department Site: _____

The competencies outlined above are adopted from the National Association of Colleges and Employers (NACE). For more information about career readiness, go to the following link: <https://www.naceweb.org/career-readiness/competencies/career-readiness-defined>.

Revised 4/1/24