



Area of Employment: _____

Student Staff Name: _____

Supervisor Name: _____

Date: _____

Step 1: Student Employee completes self-rating to **highlighted** career competencies below, provide examples in the comment section, and answer self-reflection questions following the competencies.

Step 2: Supervisor completes student employee rating to **highlighted** career competencies below providing details and examples to share with student employee.

Step 3: Meet at a mutually agreeable time with the student employee to discuss.

Step 4: Provide completed **ELECTRONIC** copy with signatures and date of student meeting to HR **by April 30th annually** to lscpayroll@colostate.edu

Rating Scale

5	Consistently exceeds expectations
4	Frequently exceeds expectations
3	Consistently achieves expectations
2	Occasionally achieves expectations
1	Consistently does not achieve expectations

Highlight 3 or more of the job applicable career competencies below to focus on with your student staff member.

STUDENT EMPLOYEE SECTION:

Career Competency	Self-Rating	Comments
DIGITAL PROFICIENCY: Use technology to communicate, problem-solve, and complete tasks in a responsible manner.		
VERBAL & WRITTEN COMMUNICATION: Respond to needs of diverse audiences through flexible writing and speaking methods. Develop ideas through written and oral forms of expression		
LEADERSHIP: Definitions will vary based on context. Can include situational judgement, informed risk taking, resiliency to challenges, motivate and encourage participation to work towards a shared purpose and vision.		
CREATIVITY: Challenge existing ideas in creative ways to develop new possibilities. Often requires informed risk taking.		
INCLUSIVE TEAMWORK: Join together with individuals and teams from diverse backgrounds to pursue a common goal. Often requires negotiating and managing conflict		
SELF-REFLECTION: Evaluate, understand, and communicate personal skills and abilities; learns from past mistakes through feedback to become more flexible and gain new insights/understandings		
PERSONAL ACCOUNTABILITY: Demonstrate integrity, honesty, dependability, responsibility; accepts guidance and develops effective work habits.		
CRITICAL THINKING/ PROBLEM SOLVING: Identify important problems and questions, then gather, analyze, and evaluate information from diverse sources before forming a strategy, decision, or opinion.		

GLOBAL CONTEXT: Demonstrate an understanding of diverse people, cultures, and systems; understand actions have local and global implications for the future		
CAREER DEVELOPMENT: Access information and opportunities for career exploration; understand and articulate the importance of transferable skills in the job search process.		

Employee Self-Reflection Questions:

1. Based on these competencies, what would you consider your top accomplishments this academic year at (office of employment) _____? What has been your greatest obstacle, and how are you about to overcome it?

2. What were your goals this year? (personal/professional from beginning of the academic year) Please describe how/why you did/did not meet them.

3. In relationship to your specific job goals and expectations, please share your greatest accomplishments and obstacles.

4. What about your current work is transferable to your future career/graduate school/life experiences?

SUPERVISOR SECTION:

Career Competency	Supervisor Rating	Comments
DIGITAL PROFICIENCY: Use technology to communicate, problem-solve, and complete tasks in a responsible manner.		
VERBAL & WRITTEN COMMUNICATION: Respond to needs of diverse audiences through flexible writing and speaking methods. Develop ideas through written and oral forms of expression		
LEADERSHIP: Definitions will vary based on context. Can include situational judgement, informed risk taking, resiliency to challenges, motivate and encourage participation to work towards a shared purpose and vision.		
CREATIVITY: Challenge existing ideas in creative ways to develop new possibilities. Often requires informed risk taking.		
INCLUSIVE TEAMWORK: Join together with individuals and teams from diverse backgrounds to pursue a common goal. Often requires negotiating and managing conflict		
SELF-REFLECTION: Evaluate, understand, and communicate personal skills and abilities; learns from past mistakes through feedback to become more flexible and gain new insights/understandings		
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CAREER DEVELOPMENT: Access information and opportunities for career exploration; understand and articulate the importance of transferable skills in the job search process.		

Supervisor Comments:

Student Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____