

Oklahoma State University Career Services

Student Evaluation/Development Tool

Directions: This development tool is designed to assist you and your supervisor in identifying your strengths and development needs. It should be reviewed periodically throughout the year, and not utilized as a one-time event. In general, it should be reviewed at the end of the fall and spring semesters.

When completing the development tool, determine how well you believe you are performing the activity and/or competency. Use the following scale when identifying strengths and development areas:

Rating	Description
N/A	Not applicable and/or observed.
US: <i>Unsatisfactory</i> (1)	Performance clearly inadequate. Employee had demonstrated inability or unwillingness to improve or to meet standards. Performance not acceptable for position held.
NI: <i>Needs Improvement</i> (2)	Total performance periodically or regularly falls short of normal standards.
G: <i>Good</i> (3)	Meets the requirements of the position in a competent manner.
M: <i>Merit</i> (4)	Consistently competent performance exceeding standards in all critical factors for the position.
SM: <i>Special Merit</i> (5)	Total performance is far above normal standards for this position. Employee is making superior contribution to the University.

Supervisor's Name _____

Employee _____

Position _____

Date _____

Person Completing the Development Tool:

Supervisor

Employee

Other:

Student Evaluation/Raise Recommendation

<i>Competency</i>	<i>N/A</i>	<i>SM</i>	<i>M</i>	<i>G</i>	<i>NI</i>	<i>US</i>	<i>Comments</i>
Attendance							
Public Contacts							
Cooperation							
Communication							
Knowledge of Work							
Work Judgments							
Planning and Organizing							
Job Skill Level							
Quality of Work							
Volume of Acceptable Work							
Meeting Deadlines							
Accepts Responsibility							
Accepts Direction							
Accepts Change							
Effectiveness Under Stress							
Initiative							
Learning Ability							
Reliability							
Creativity							

SM=special merit M=merit G=good NI= needs improvement
 US=unsatisfactory

Overall Rating: _____

Current Salary: _____ Recommendation: _____

Plans for the Future: _____