

J.R. Van Pelt and John and Ruanne Opie Library Student Worker Evaluation Form

Student Name	
Department	Digital User Experience Team (DUXT)
Supervisor(s)	Chad Arney, Mies Martin, Randy Harrison

PERFORMANCE 1-Poor 3-Satisfactory 5-Outstanding

	1	2	3	4	5
Attendance	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	5 <input type="radio"/>
Quality of work	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	5 <input type="radio"/>
Quantity of work	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	5 <input type="radio"/>
Job Knowledge	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	5 <input type="radio"/>
Work Habits	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	5 <input type="radio"/>
Follows Directions	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	5 <input type="radio"/>
Demonstrates Initiative	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	5 <input type="radio"/>
Comments					

COMMUNICATION SKILLS

1-Poor

3-Satisfactory

5-Outstanding

Communication with the public	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	5 <input type="radio"/>
Communication with supervisor(s)	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	5 <input type="radio"/>
Comments					

STUDENT WILL RETURN NEXT SEMESTER?

Yes

No

Student signature	
Supervisor signature	

Evaluation Criteria for Student Workers *

As an employee of the Van Pelt and Opie Library, you are part of a professional organization serving an entire campus community. As a member of the library's Digital User Experience Team (DUXT) you have the opportunity for rich professional development in both technical expertise and professional practice. Your job performance evaluation will be based in part on both the job skills you bring and those you develop on the job—that is, on both the professional and responsible attitude and practices you bring with you, and on how well you adapt to the demands of the position, taking advantage of those opportunities for professionalization offered on the job. Your professionalism will be evaluated based upon the specific criteria below:

- **Attendance**—Except in case of emergency or prior arrangement with your supervisor, you are expected to arrive ready to work at the beginning of their scheduled time and to work your full shift. Tardiness or unexplained absence will not be tolerated. (See 'Communication with supervisor')
- **Quality/Quantity of Work**—You are expected to balance the quality and quantity of work you deliver to your supervisor(s). You should work in a careful and conscientious manner with the understanding that speed is also a factor in a strong work ethic. It neither serves to produce high quality work, which takes overlong to produce, nor to rapidly produce a high volume of poor work which reflects poorly on the department and will likely have to be redone.
- **Job Knowledge**—You are expected to continue to grow the knowledge and skills you bring with you to the position. Your growth in experience and job knowledge will drive the number and types of projects you take on. You are also expected to share this knowledge with the department by clearly documenting your work and communicating with your supervisor(s).
- **Work Habits**—Work habits include several aspects of professional practice, including maintaining both good personal hygiene and a clean and professional workspace. While there is no formal dress code, a professional appearance would include, at a minimum, clean pants, shirt, and closed-toe shoes. Hats are not allowed, excepting religious requirement. Maintaining a clean and professional workspace includes avoiding things such as excessive socializing, playing loud music at one's workstation, etc.
- **Follows Directions/ Demonstrates Initiative**—You are encouraged to think creatively and to bring your own experience and professional opinion to bear when working on projects. However, you are also expected to balance the ability to demonstrate initiative with the ability to follow directions. Clear communication with one's supervisor will help you strike the best balance here. You should work closely with your supervisor(s) during each phase of a project to ensure that you have buy-in from him or her on any changes/deviations in method or execution. (See 'Communication with supervisor')
- **Communication with the Public**—You are expected to maintain a professional but pleasant and personable demeanor when dealing with library patrons and our clients on campus.
- **Communication with Supervisor**—Perhaps one of the most important skills you can develop as a professional is a strong ability to communicate clearly and effectively. You should strive to maintain clear lines of communication with your supervisor(s), especially as regards your work schedule/attendance, your progress on projects you are assigned, and any other questions you may have.

* Criteria descriptions are meant to be illustrative and not exhaustive definitions.