**Student Worker Review – Self Reflection**
**College of Journalism and Mass Communication**

Employee Name:

Evaluation Date:

Supervisor Name:

Rating scale: 1-5

1 – Never or rarely demonstrates this characteristic
3 – Demonstrates this characteristic most of the time, but there is some room for improvement
5 – Always demonstrates this characteristic and demonstrates a level of skill and maturity that is above and beyond that of other student workers with similar experience.

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| **Functional Area** | **Description** | **Employee Rating** |
| 1. Knowledge
 | Understands job functions, tools, and processes associated with this position. |  |
| 1. Execution
 | The ability to “get things done”. Follows through on tasks/projects until completion and in a timely manner. |  |
| 1. Problem Solving
 | When posed with a problem the ability to develop timely solutions with alternatives. |  |
| 1. Process Improvements
 | Improves existing processes to either increase productivity, quality, or customer satisfaction. |  |
| 1. Safety
 | Practices safe work habits and encourages others to do the same. Identifies ways to improve the safety of the work environment.  |  |
| 1. Productivity
 | Amount of quality work performed as compared with peers. |  |
| 1. Quality
 | Quality of work performed, or products produced. |  |
| 1. Initiative
 | The initiative to identify work to be performed and perform the work without being direct by others. |  |
| 1. Attendance & Punctuality
 | Arrives to work on time, works on days scheduled, and requests time off with sufficient advance notice. |  |
| 1. Organization
 | Organized workspace and in the approach to working. |  |
| 1. Adaptability
 | Easily adapts to changes in the workplace, requirements, schedule, and priorities. |  |
| l) Communication | Responds to emails, phone calls and requests from supervisor and others in a timely fashion.  |  |

 **Employee’s Self-Observation**

What do you see as your accomplishments during the past term? (Please feel free to add more than three).

What have been your biggest challenges and areas for improvement? (Please feel free to add more than three).