EASTERN CONNECTICUT STATE UNIVERSITY
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Student Employee Evaluation

Evaluation Date: 4/13/2023

Employee Name: Jessica Ng Student ID: 10272611

Job Title: Work Study

Department/Supervisor: Soojin Kim

Evaluation factors: E= Excellent (Exceeds performance goals/targets set up before for this job).
S=Satisfactory (Meets performance goals/targets set up before for the job)
N=Needs Improvement **Please explain or provide an example of specific ways the students can improve on the categories marked as needing improvement using the space below.*

Evaluation Factors		E	S	N*
Dedication	Reports to work on time and uses time at work constructively.	☑	☐	☐
Organization	Knowledge of job assignment. Performs work in a timely and professional manner.	☑	☐	☐
Communication	Communicates clearly and intelligently. Uses written, verbal and listening skills.	☑	☐	☐
Teamwork	Collaborates well with others, sharing the workload on projects to complete a goal.	☑	☐	☐
Cooperation and Resilience	Willingness to accept assignments and changes.	☑	☐	☐
Leadership and Initiative	Performance of duties with little or no supervision. Strives to meet deadlines. Uses innovation and creativity on the job.	☑	☐	☐
Ethics	Ability to understand the policies and procedures of the job. Performs in a trustworthy, professional and responsible manner.	☑	☐	☐
Information Literacy	Ability to use information and communication technologies to find, evaluate, create and communicate information, requiring both cognitive and technical skills.	☑	☐	☐
Critical Thinking	Analyzes information objectively and makes reasonable judgments.	☑	☐	☐
Engaging in Diversity	The ability to work well with students, co-workers, parents of individuals different from themselves.	☑	☐	☐
		Yes	No	N/A
Shows Improvement since last evaluation		☑	☐	☐

Comments

Jessica performed well during her rotation. She exhibited independence and skill at the level of an intern in the management of the digital lab. Jessica was highly motivated and willing to learn new skills needed to support other students and faculties.

Student Signature _____ Date _____ Supervisor Signature _____ Date _____