

## Texas A&M University-Kingsville Student Employment Training Guide

	30 Days	60 Days	90 Days	Final Score
<b>Career &amp; Self-development -</b> The student employee proactively develops their career through continual personal and professional learning, awareness of one's strengths and weaknesses, navigation of career opportunities, and networking to build relationships within one's organization	Displays curiosity; seeks out opportunities to learn _____	Seeks and embraces development opportunities _____  Identifies areas for continual growth while pursuing and applying feedback _____  Professionally advocates for self and others _____  Establishes, maintains, and/or leverages relationships with people who can help him/her/them professionally _____	Shows an awareness of own strengths and areas for development _____  Develops plans and goals for his/her/their future career _____  Assumes duties or positions that will help his/her/their progress professionally _____	Score: _____ / 32 total points  = _____ %
<b>Communication -</b> The student employee communicates with people both inside and outside of an organization in a clear and effective manner, sharing ideas, facts, and viewpoints.	Understands the importance of and demonstrates verbal, written, and nonverbal/body language, abilities _____  Asks appropriate questions for specific information from supervisors, specialists, and others _____  Promptly informs relevant others when needing guidance with assigned tasks _____	Frames communication with respect to a variety of learning styles and individual communication abilities _____  Employs active listening, persuasion, and influencing skills _____	Communicates in a clear and organized manner so that others can effectively understand _____	Score: _____ / 24 total points  = _____ %
<b>Critical Thinking -</b> The student worker recognizes needs and acts upon them by rationally analyzing pertinent data and comprehending the situational context.	N/A	Gathers and analyzes information to fully understand a problem _____	Makes decisions and solves problems using reasoning and judgment _____  Proactively anticipates needs and prioritize action steps _____  Multi-tasks well in a fast-paced environment _____	Score: _____ / 16 total points  = _____ %
<b>Technology -</b> The student employee knows how to use technology responsibly to increase productivity, finish assignments, and achieve objectives.	Navigates change and be open to learning new technologies _____	Uses technology to improve efficiency and productivity of their work _____  Identifies appropriate technology for completing specific tasks _____  Quickly adapts to new or unfamiliar technologies _____	Manages technology to integrate information to support relevant, effective, and timely decision-making _____  Manipulates information, constructs ideas, and uses technology to achieve strategic goals _____	Score: _____ / 24 total points  = _____ %
<b>Leadership -</b> The student employee uses their strengths as a team and as an individual to accomplish organizational objectives.	N/A	N/A	Serves as a role model to others by approaching tasks with confidence and a positive attitude _____  Motivates and inspires others by encouraging them and by building mutual trust _____  Plans, initiates, manages, completes, and evaluates projects _____	Score: _____ / 12 total points  = _____ %
<b>Professionalism -</b> The student employee is aware of the varying work environments and consistently displays effective work habits. They prioritize the well-being of the larger community and workplace.	Is present and prepared and demonstrates dependability (e.g., report consistently for work or meetings) _____	N/A	Consistently meets or exceeds goals and expectations _____  Has an attention to detail, resulting in few if any errors in one's work _____  Shows a high level of dedication toward doing a good job _____	Score: _____ / 16 total points  = _____ %
<b>Teamwork -</b> The student employee establishes and sustains cooperative relationships in order to effectively pursue shared objectives, while valuing different perspectives and collective obligations.	Listens carefully to others, taking time to understand and ask appropriate questions without interrupting _____	Is accountable for individual responsibilities and deliverables _____	Builds strong, positive working relationships with supervisor and team members/coworkers _____	Score: _____ / 12 total points  = _____ %
<b>Final Score</b>	Score: _____ / 28 total points = _____ %	Score: _____ / 44 total points = _____ %	Score: _____ / 64 total points = _____ %	Final Score: _____ / 136 total points  = _____ %

**Key**

4 = Exceeds Expectations (Consistently achieves results superior to expectations.)

3 = Meets Expectations (Normally achieves job expectations.)

2 = Needs Improvement (Work is below average and requires improvement.)

1 = Unsatisfactory Performance (Work is unacceptable)

\* Recommended rating - 2 or 3 for 30 day column