



Work Learn Program: Mid-Point Performance Evaluation

Employee Name: _____ Date: _____

Work Learn Position Title: _____

Term: Summer (May – August) Fall (September – April) Year: 20_____

PURPOSE

This mid-point review is an opportunity to reflect on your Work Learn experience so far and your progress towards meeting learning outcomes, role expectations and personal learning goals. This performance review is intended to help set realistic goals for the remainder of the work term, support your personal growth and professional development, identify training needs and mentoring resources, and help me provide good supervision.

INSTRUCTIONS

Students: Please reflect on your work and answer the following questions. Your context for these questions should be primarily your experiences as a Work Learn student employee; however, do feel free to include how this experience has connected with the rest of your life as a student.

- *Optional:* In addition to reflecting on your experiences, consider asking for feedback from other staff, students, or colleagues with whom you work. This will give you an opportunity to view your strengths and skills from the perspective of others.

Supervisors: Please provide this document to your student allowing them time to complete the sections and have them send it back to you when finished. Then, note your comments, observations and feedback in each section prior to meeting the student.



PART I – Self-Assessment

Student and Supervisor Instructions: Using the scale below, please rate you or your student’s performance level. Discuss together how the student can further develop in each area and determine the resources and support required to achieve this.

5 - Consistently Exceeds Expectations

Work is always completed to the highest level of quality beyond the level of expectation in all areas.

4 - Often Exceeds Expectations

Work is always completed and often exceeds the level of expectation in most areas.

3 - Meets Expectations

Work consistently meets expectations in all areas.

2 - Some Improvement Needed

Work does not always meet expectations in some areas.

1 - Major Improvement Needed

Work rarely meets expectations in all areas.

	Student	Supervisor
Approach To Work (eg. demonstrates initiative, flexibility, adaptability, and resourcefulness while performing the duties of their position; reflects on past mistakes and proactively modifies behavior and/or approach to new work; able to follow instructions; accepts new and varied work assignments and takes ownership for their completion)		
Job Knowledge / Quality of Work (eg. committed to continuous learning and strives to become proficient with job duties and work processes; work is accurate, thorough, completed in a timely manner, and reflect follow-through to completion)		
Planning & Organization / Time Management (eg. work activities are planned, prioritized, and time organized to achieve goals and projects; able to manage multiple tasks with competing priorities; uses time efficiently and effectively)		
Analysis and Problem Solving (eg. demonstrates independent thinking and effective problem-solving skills; able to analyze problems or procedures, evaluate alternatives, and select the best course of action; suggests innovative and creative ideas to improve a process or finds a creative solution to a problem)		



<p>Communication / Interpersonal Skills (eg. able to express them self clearly and professionally both verbally and in writing; communicates effectively with others; effectively listens, conveys, and receives ideas, information, and direction; contributes to team success while working in a group; respects rights of colleagues and displays cooperative spirit; provides regular updates to supervisor on progress)</p>		
<p>Personal Leadership (eg. contributes to the unit/department and UBC campus community (in addition to their regular job duties); displays a healthy work-life-academic balance; takes ownership of own personal and professional development; reflects honestly and openly on and implements feedback from supervisors and others)</p>		
<p>Choose a skill or competency specific to your job (eg. use of lab equipment, research skills, coordinating and planning events, software skills, coaching a team, caring for children, etc.)</p>		

PART II – Open-ended Reflection

Student: Please take some time to reflect on the questions below to identify some of the learning you have experienced in your position so far and some examples of how your supervisor can best support you for the remainder of the term.

Question	Reflection
<p>What have you liked most about your position?</p>	<p><i>Student's Reflection:</i></p> <hr/> <p><i>Supervisor's Comments:</i></p>
<p>What has surprised you about work in this unit?</p>	<p><i>Student's Reflection:</i></p>



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	<i>Supervisor's Comments:</i>
What has your progress been in meeting your work objectives?	<i>Student's Reflection:</i>
Can you identify obstacles that are getting in the way of making progress?	
What have you done to overcome those obstacles?	<i>Supervisor's Comments:</i>
How will you use what you've learned so far in your position to change how you will work for the rest of the term?	<i>Student's Reflection:</i>
	<i>Supervisor's Comments:</i>
Is there anything that is still unclear about your job that needs more explanation or attention?	<i>Student's Reflection:</i>
	<i>Supervisor's Comments:</i>



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What can I do as your supervisor to better support you in your work?	<i>Student's Reflection:</i>
	<i>Supervisor's Comments:</i>
The Work Learn program endeavours to provide work experiences that help students achieve the following learning outcomes: <ul style="list-style-type: none">• mentorship;• an expanded network;• ownership and responsibility of work;• self-awareness and reflection;• application of knowledge in practical settings;• contribution to the university, and;• professional and personal skills How has your position helped you develop in some of these areas? What could your supervisor do to help you further develop in these areas or begin to develop in other learning outcomes?	<i>Student's Reflection:</i>
	<i>Supervisor's Comments:</i>



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Student's Comments <i>Please comment on your overall performance including areas of strength, areas for development, ability to achieve learning objectives and recommendations for personal and professional development.</i>	Supervisor's Recommendations <i>Please comment on your student's overall performance including their areas of strength, areas for development, ability to achieve learning objectives and recommendations for personal and professional development.</i>

We have both reviewed and discussed this performance evaluation and retained a copy for our records.

Employer

Student

Supervisor Name/Title

Name

Signature

Signature

Date