



WESTERN MICHIGAN UNIVERSITY

Student Performance Management Form

Complete at beginning of Review Period

Name: _____	Reviewer: _____
Position Title: _____	Position Title: _____
Department: _____	Year: _____

Competency Assessment: **RM – Role Model** **RS - Recognized Strength** **CO – Competent** **FR - Focus Required**

Competencies		30 Day Review		Evidence of Competencies		Employee Comments	Supervisor Comments
Student	Supervisor	Student Self-Review	Supervisor Review	Student Self-Review	Supervisor Review		
<u>Human Relation Skills</u>	<u>Human Relation Skills</u>						
<input type="checkbox"/> Interpersonal Communication Skills	<input type="checkbox"/> Interpersonal Communication Skills						
<input type="checkbox"/> Rapport Building Skills/Flexible	<input type="checkbox"/> Rapport Building Skills/Flexible						
<input type="checkbox"/> Teamwork Skills	<input type="checkbox"/> Teamwork Skills						
<input type="checkbox"/> Strong Work ethic	<input type="checkbox"/> Strong Work ethic						
<u>Critical Thinking</u>	<u>Critical Thinking</u>						
<input type="checkbox"/> Problem Solving Skills	<input type="checkbox"/> Problem Solving Skills						
<input type="checkbox"/> Motivation/ Initiative	<input type="checkbox"/> Motivation/ Initiative						
<input type="checkbox"/> Integrity / Accountability	<input type="checkbox"/> Integrity/ Accountability						
<input type="checkbox"/> Analytical	<input type="checkbox"/> Analytical						
<u>Job Specific Knowledge</u>	<u>Job Specific Knowledge</u>						
<input type="checkbox"/> Computer Skills	<input type="checkbox"/> Computer Skills						
<input type="checkbox"/> Customer Service Skills	<input type="checkbox"/> Customer Service Skills						
<input type="checkbox"/> Organizational Skills	<input type="checkbox"/> Organizational Skills						

30 Day Review Signature	Yearly Review Signature
Supervisor: _____ Date: _____	Supervisor: _____ Date: _____
Student Employee: _____ Date: _____	Student Employee: _____ Date: _____

Overall Rating: _____

Overall rating: _____

More comments on back...

Optional Objectives/Competencies for the Year:

Comments:

Objective Rating

1)

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2)

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3)

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4)

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5)

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Employee Comments

Supervisor Comments
