

**CAREER CENTER**  
**EVALUATION FOR**  
**EMPLOYMENT ADVISOR POSITION**

**RATINGS:**

- 5 - Always Exceeds Standard
- 4 - Occasionally Exceeds Standard
- 3 - Meets Standard
- 2 - Occasionally Meets Standard
- 1 - Rarely Meets Standard

**INITIATIVE**

When this standard is being met, the Employment Advisor knows what needs to be done and stays busy. The Employment Advisor questions procedures when unsure and approaches supervisor for additional or new responsibilities.

*1*            *2*            *3*            *4*            *5*

**COOPERATION**

When this standard is being met, the Employment Advisor takes direction from the supervisor, accepts constructive criticism and supports full-time staff in policy and procedure. Advisor assists other staff members without being asked and does not openly question supervisor's authority but asks appropriately.

*1*            *2*            *3*            *4*            *5*

**AWARENESS**

When this standard is being met, the Employment Advisor fully understands the priorities of the office and acts appropriately. Advisor is aware of the whole purpose and function of Student Employment, not just their own responsibilities.

*1*            *2*            *3*            *4*            *5*

**ATTENDANCE/PUNCTUALITY**

When this standard is being met, the Employment Advisor rarely misses work and is on time for appointed schedule. Advisor has an understanding of peak work periods and demonstrates responsibility by regular attendance. Advisor gives advance notice in writing when unable to attend. School and social activities should rarely interfere with the work schedule.

1                    2                    3                    4                    5

### **ENTHUSIASM**

When this standard is being met, the Employment Advisor demonstrates a positive attitude when performing job duties. Advisor is willing to accept additional responsibilities and has a pleasant attitude about work. Employment Advisor must be friendly and warm.

1                    2                    3                    4                    5

### **ADAPTABILITY**

To meet this standard, the Employment Advisor must accept change and be able to shift responsibilities when necessary without questioning.

1                    2                    3                    4                    5

### **ACCURACY**

When this standard is being met, the Employment Advisor completes assigned tasks and does an appropriate follow-up with the supervisor when needed. Advisor must pay attention to detail. Work completed is thorough and legible.

1                    2                    3                    4                    5

### **PROFESSIONALISM**

When this standard is being met, the Employment Advisor must have a neat appearance and demonstrate a respect for authority figures. Advisor discourages lengthy conversations with others during work time. Employment Advisor must know and use appropriate protocol when dealing with day to day situations, when assisting special students or facing difficult situations.

1                    2                    3                    4                    5

### **CUSTOMER SERVICE**

When this standard is being met, the Employment Advisor quickly drops what he/she is doing and readily assists students and answers phones within two rings. Employment

Advisor should also be polite, helpful and willing to meet the needs of all Student Employment customers.

1                    2                    3                    4                    5

**EFFICIENCY**

When this standard is being met, the Employment Advisor accepts and/or completes work in a timely and accurate manner, closure is achieved with each task or project so that the advisor may move on to the next task/project.

1                    2                    3                    4                    5

**Total rating**\_\_\_\_\_

- |                                   |          |
|-----------------------------------|----------|
| 5 - Always Exceeds Standard       | 4.5--5.0 |
| 4 - Occasionally Exceeds Standard | 3.5--4.4 |
| 3 - Meets Standard                | 2.5--3.4 |
| 2 - Occasionally Meets Standard   | 1.5--2.4 |
| 1 - Rarely Meets Standard         | 1.0--1.4 |

**COMMENTS:**

I have had an opportunity to participate in the evaluation process. The supervisor and employee agree to work together to improve or maintain performance in the areas listed above.

EMPLOYEE\_\_\_\_\_ DATE\_\_\_\_\_

SUPERVISOR\_\_\_\_\_ DATE\_\_\_\_\_

