Thank you for participating in Ignite, the University of Windsor’s work study program. This evaluation will serve as a critical reflection tool for your student’s learning experience and will assist in your student’s professional development.

**INSTRUCTIONS:** Please complete the following performance evaluation and review with your student. The student will upload a signed copy of their evaluation on mySuccess.

|  |  |
| --- | --- |
| Student Name & Ignite Position: | Start and End Date: |
| Your Name & Job Title: | |

Performance Rating Categories:

**Needs Improvement (NI):** Never demonstrates this ability and/or does not meet expectations. Seldom achieves major goals. Appears unable to overcome limitations.

Satisfactory (S): Sometimes demonstrates this ability and/or meets expectations. Results may be improved for minor job requirements with a reasonable amount of training or experience.

Good (G): Usually demonstrates this ability and/or frequently exceeds expectations. Performance is dependable.

**Excellent (E):** Always demonstrates this ability and/or consistently exceeds expectations. Achieves superior results and makes significant contributions to the success of the department.

Click or place a check mark in the response which, in your opinion, most closely describes your Ignite student's work performance.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Competency Development Review** | **NI** | **S** | **G** | **E** |
| **JOB KNOWLEDGE**: Demonstrates understanding of all aspects of assigned work responsibilities and procedures required to perform their job |  |  |  |  |
| **COMMUNICATION:** Able to appropriately and effectively articulate ideas and information to a wide range of audiences; demonstrates active listening; understands the point of view of others; writes in a clear, professional, and accurate manner |  |  |  |  |
| **CRITICAL THINKING AND PROBLEM SOLVING:** Practices sound judgement and strategic and creative thinking when making decisions and evaluating solutions to problems; assesses the situation to understand the actual problem; implements solutions and results; is resourceful in obtaining information |  |  |  |  |
| **TEAMWORK AND COLLABORATION:** Works as a productive member of a group and collaborates with others to achieve goals; is able to negotiate and manage conflict; makes meaningful contributions and follows through on their commitments |  |  |  |  |
| **PROFESSIONALISM AND WORK ETHIC:** Demonstrates a strong personal management practice and has a high level of integrity and ethical behaviour; exercises personal accountability and learns from mistakes; manages their time; is punctual and meets deadlines |  |  |  |  |
| **CAREER MANAGEMENT:** Is able to identify and articulate their strengths as well as recognize areas necessary for professional growth; develops and maintains professional relationships; has a high level of self-awareness and how others perceive them |  |  |  |  |
| Are there any skills or competencies that you feel are important to your student’s career field that has not been listed in this evaluation? If so, please list these skills below and assess the student accordingly. |  |  |  |  |
| **Student Areas of Strength** | | | | |
| *In what areas did your student excel in their job performance? When a future employer asks your student what their strengths are, what will they say?* | | | | |
| **Student Areas for Development/Suggested Improvements** | | | | |
| *In what areas can your student improve? How could they improve? Are there professional development or training opportunities available?* | | | | |
| **Notable Student Achievements** | | | | |
| *This could include tasks like a large project they worked on, or a situation you saw them handle.* | | | | |
| **Career Reflections** | | | | |
| *What skills or knowledge did your student gain from their position that they can communicate to future employers? How will their Ignite experience help them in their future career?* | | | | |
| **Overall Comments** | | | | |
|  | | | | |

**Student Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please send a signed copy of this form to** [**ignite@uwindsor.ca**](mailto:ignite@uwindsor.ca) **- you can scan it or take a photo of it**