

# Cristo Rey High School Sacramento Student Employee Performance Review

## Review Guide

### Overview

This Review Guide contains sample behaviors to assist your evaluation of the student's performance across each of the ten professional skills outlined in Part II of the Cristo Rey High School Sacramento Student Employee Performance Review.

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**Judgment:** The ability of the student employee to make decisions wisely and responsibly, problem solves and makes necessary ethical judgments that reflect the Sponsor's mission.

Performance Review Scale				
1	2	3	4	5
<b>Rarely Meets</b> Expectations of the Position	<b>Occasionally Meets</b> Expectations of the Position	<b>Meets</b> Expectations of the Position	<b>Occasionally Exceeds</b> Expectations of the Position	<b>Consistently Exceeds</b> Expectations of the Position
Does not seek help when unsure of procedures or protocol		Recognizes the need to seek assistance when instructions are not clear		Applies past instructions, experiences and company standards to make good decisions
Limited ability to solve problems or make decisions		Solves most problems independently		Able to solve problems in ambiguous situations

**Work Efficiency:** The ability of the student employee to complete projects quickly and accurately and performs all duties in the job description by managing multiple assignments, setting priorities and adapting to Sponsor expectations.

Performance Review Scale				
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Work reflects limited attention to detail and contains significant errors		Work reflects attention to detail and contains few errors		Work reflects exceptional accuracy and attention to detail

**Reliability:** The ability of the student employee to work independently and have follow-through on project/task expectations.

Performance Review Scale				
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Not able to work independently and does not meet expectations in projects or tasks		Mostly able to work independently and meets expectations on projects and tasks		Always able to work independently and exceeds expectations on projects and tasks

**Willingness to Learn:** The ability of the student employee to accept constructive feedback

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Unreceptive to feedback and guidance		Accepts and understands feedback		Requests and applies feedback

**Skill Retention:** The ability of the student employee to retain previously taught skills. Student takes notes and refers to notes while working on projects and tasks.

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Requires significant re-teaching		Develops skills with minimal re-teaching		Consistently able to retain previously taught skills
Does not take notes		Routinely takes notes and references prior notes occasionally		Consistently takes notes and references prior notes when completing assignments and projects

**Initiative:** The extent to which the student employee is self-motivated and continually expands the development of skills, experience, and knowledge in the workplace.

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Needs constant supervision and guidance to ensure productivity and appropriate behavior		Works diligently to complete tasks as assigned with appropriate supervision		Requires minimum supervision and is self-directed
Does not seek opportunities to expand knowledge base		Sometimes seeks new experiences and learning opportunities		Consistently seeks new projects, experiences, and learning opportunities

**Enthusiasm:** The extent to which the student employee is eager to succeed.

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Deliberately avoids work		Arrives to the job ready to work and fully engages in work activities		Comes to work every day ready to make the best out of the experience
Displays a negative attitude		Displays a pleasant demeanor		Displays a positive attitude that enhances the work environment for all

**Professionalism:** The extent to which the student employee’s behavior and appearance demonstrate respect for authority and the work environment.

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Rarely wears appropriate attire and tends to have a disheveled appearance		Routinely wears appropriate work attire		Always wears appropriate attire
Does not show proper etiquette or respect to those in authority		Treats supervisors and peers with respect		Consistent professional, respectful behavior

**Teamwork & Collaboration:** The extent to which the student employee is willing to cooperate with others, develop positive working relationships, and work with others in a professional manner while building trusting relationships with colleagues and clients.

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Refuses to participate as a team player		Routinely assists others with projects, and is normally receptive to the needs of others		Always works as a team player and is proactive in meeting organizational needs

**Communication:** The ability of the student employee to engage with peers and supervisors, build rapport with a diverse workforce, and model professional, concise and conscientious communication with coworkers and supervisors.

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Makes little effort to interact with co-workers or supervisors		Routinely interacts with co-workers and supervisors		Will go out of his or her way to interact with company employees and take advantage of all available learning opportunities
Fails to update supervisors on the status of assigned tasks		Checks in with supervisors when necessary		Maintains strong lines of communication with supervisors and co-workers

**Understanding the Big Picture:** The extent to which the student employee pursues a more thorough understanding of how one’s work, attitude and ideas contribute to the bigger picture of the company or industry.

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Shows no understanding or interest in the culture and mission of the organization		Demonstrates interest in the culture and mission through quality work and shows an interest in how their contributions affect the organization as a whole		Actively engages in the company culture and mission and understands the importance of their contributions to the organization.

**Analytic Skills:** The extent to which the student employee assesses situations, seeks multiple perspectives, gathers more information and identifies key components.

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Does not problem solve or understand issues and situations in the workplace		Demonstrates adequate problem solving skills; understands complex issues and situations with some assistance		Demonstrates a high level of understanding complex issues and situations in the workplace

**Time Management:** The ability of the student employee to plan and organize tasks and projects within an allotted timeframe with a high degree of detail orientation.

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Tasks and projects are not completed on time and are not of good quality		Most tasks and projects are completed on time with good quality		Tasks and projects are completed on time with superior quality