

# End of Semester Meeting

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## Basic Information

**Q1 Please enter the following information. Email addresses will be used to email a copy of the evaluation upon completion.**

Supervisor Name \_\_\_\_\_

Supervisor Email (professional staff member)  
\_\_\_\_\_

Employee Name \_\_\_\_\_

Employee Email (*if entered, employee will receive copy of responses. If not entered, supervisor will receive evaluation retake link*)  
\_\_\_\_\_

Employee UID \_\_\_\_\_

Date \_\_\_\_\_

**Q2 Indicate Department/Unit completing evaluation:**

- Activities
- Administration
- Chapel
- Engagement
- Event and Guest Services
- Facilities
- HR
- IT Services
- LC SL
- Marketing
- MICA
- Studio A
- Terp Zone

**Q3 Is this student graduating?**

Yes

No

# STAMP GROW Conversation

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## Learning Development

The following items ask about the employees learning, development, and goals. These items are NOT used in the performance evaluation process/determination of pay increase.

**Q4 Please discuss with your employee the following questions.**

It can also be helpful to take notes during your conversations so that you can revisit those topics during later conversations. The answers to these questions should not determine the ratings for their performance evaluation. This is intended to be a learning opportunity for your student employee. NOTE: Ask the questions in your own way and weave them into your conversation naturally. We have created a list of additional questions that can be used for our [Stamp GROW](#) participants

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Q5 How is this job fitting in with your academics?

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Q6 What are you learning here that's helping you in school?

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Q7 What are you learning in class that you can apply here at work?

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Q8 Can you give me a couple of examples of things you've learned here that you think you'll use in another environment?

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**Personal Goals**

**Q9 Goal Setting (not a rated category):** Student employees should make goals for the year. These can be personal or professional goals. We encourage supervisors to follow up with the student employees on their identified goals.  
Students graduating or not returning for the spring semester please skip.

Q10 Goal #1

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Q11 Goal #2

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# Performance Evaluation

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Job Performance Factors (Leadership and Motivation)

## Q12 Performance Factors

The following items ask about the employees job performance. These items ARE used in the performance evaluation process/determination of pay increase.

Performance Review Categories

Unsatisfactory	Below Expectations	Meets Expectations	Exceeds Expectations	Outstanding
Performance falls below expectations in many areas of the job. Substantial improvement is critical	Performance does not meet expectations in some important areas of the job; below expected performance levels; improvement needed.	Good performance; consistently meets standards and established performance expectations in important areas of the job.	Surpasses the standards and established performance expectations in many important areas of the job.	Exemplary performance in all areas of the job.

**Q13 LEADERSHIP AND MOTIVATION**

Creating and maintaining a productive environment where people strive for quality of service supportive of all staff; fostering a commitment for achieving unit and university goals; setting a positive example for others to follow. Performance factor description:

- Ability to organize and prioritize work
  - Demonstrate originality and inventiveness
  - Show integrity and ethical behavior
  - Acts responsibly
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**Q14 Fall- Mid-way: Leadership and Motivation (Supervisor Rating)**

- Unsatisfactory
  - Below Expectations
  - Meets Expectations
  - Exceeds Expectations
  - Outstanding
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**Q15 Midway Employee**

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**Q16 Midway Supervisor**

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**Job Performance Factors (Communication Skills)**

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**Q17 COMMUNICATION SKILLS (ORAL/ WRITTEN)**

Speaking clearly, concisely, and using words easily understood; exchanging ideas with others; listening to understand meaning or oral material; writing reports, memos, letters, emails, etc.; using appropriate style, format, spelling and grammar; writing in a clear, concise, and appropriate manner. Performance factor description:

- Articulate thoughts and ideas clearly and effectively in written and oral forms to individuals; inside and outside the organization
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**Q18 Fall- Mid-way: Communication Skills- ORAL (Supervisor Rating)**

- Unsatisfactory
  - Below Expectations
  - Meets Expectations
  - Exceeds Expectations
  - Outstanding
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Q19 Fall- Mid-way: Communication Skills- WRITTEN (Supervisor Rating)

- Unsatisfactory
- Below Expectations
- Meets Expectations
- Exceeds Expectations
- Outstanding

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Q20 Midway Employee

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Q21 Midway Supervisor

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Job Performance Factors (Collaboration and Teamwork)

**Q22 COLLABORATION AND TEAMWORK** Sharing information and resources with others; giving timely response to requests made by others; promoting teamwork; exhibiting positive attitudes during times of change; taking on new tasks with enthusiasm and energy. Performance factor description:

- Builds collaborative relationships with colleagues and customers with diverse backgrounds
- Gives timely response to requests, promotes teamwork, and approaches new tasks with enthusiasm

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Q23 Fall- Mid-way: Collaboration and Teamwork (Supervisor Rating)

- Unsatisfactory
- Below Expectations
- Meets Expectations
- Exceeds Expectations
- Outstanding

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Q24 Midway Employee

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Q25 Midway Supervisor

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**Job Performance Factors (Organization and Allocation)**

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**Q26 ORGANIZATION AND WORK ALLOCATION**

Organizing the work flow for self and among people and functions in the unit; facilitating the flow of information among individuals and groups. Performance factor description:

- Demonstrate personal accountability and effective work habits in order to prioritize effectively
  - Completing work thoroughly, accurately, neatly, and according to specifications; producing output with minimal errors
  - Consistently producing services or output quickly and efficiently
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**Q27 Fall- Mid-way: Quality of Work (Supervisor Rating)**

- Unsatisfactory
  - Below Expectations
  - Meets Expectations
  - Exceeds Expectations
  - Outstanding
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Q28 Fall- Mid-way: Quantity of Work (Supervisor Rating)

- Unsatisfactory
  - Below Expectations
  - Meets Expectations
  - Exceeds Expectations
  - Outstanding
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Q29 Fall- Mid-way: Organization and Work Allocation (Supervisor Rating)

- Unsatisfactory
  - Below Expectations
  - Meets Expectations
  - Exceeds Expectations
  - Outstanding
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Q30 Midway Employee

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Q31 Midway Supervisor

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Job Performance Factors (Job Knowledge and Customer Service)

**Q32 JOB KNOWLEDGE AND CUSTOMER SERVICE**

Understanding job procedures, policies, and responsibilities; keeping up-to-date technically; acting as a resource person on whom others rely for assistance. Understanding the needs of internal and external customers; making special efforts to be responsive in meeting their needs and in building customer satisfaction. Performance factor description:

- Has an understanding of assigned tasks and job responsibilities, able to perform tasks with minimal supervisor and has an effective overall understanding of units' goals/objectives.
- Maintains a positive and professional attitude at work Can negotiate and manage conflict with peers and customers
- Exercise sound reasoning to analyze issues, make decisions, and overcome problems

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Q33 Fall- Mid-way: Job Knowledge (Supervisor Rating)

- Unsatisfactory
  - Below Expectations
  - Meets Expectations
  - Exceeds Expectations
  - Outstanding
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Q34 Fall- Mid-way: Customer Service (Supervisor Rating)

- Unsatisfactory
  - Below Expectations
  - Meets Expectations
  - Exceeds Expectations
  - Outstanding
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Q35 Midway Employee

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Q36 Midway Supervisor

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Overall Rating Fall

The supervisor must assign an overall rating to the employee's cumulative performance throughout the fall semester cycle. The determination of the overall performance evaluation rating shall be consistent with the rating scale below.

**Q37 FALL- MIDWAY OVERALL PERFORMANCE RATING**

- Unsatisfactory** Performance falls below expectations in many areas of the job. Substantial improvement is critical.
- Below Expectations** Performance does not meet expectations in some important areas of the job; below expected performance levels; improvement needed.
- Meets Expectations** Good performance; consistently meets standards and established performance expectations in important areas of the job.
- Exceeds Expectations** Surpasses the standards and established performance expectations in many important areas of the job.
- Outstanding** Exemplary performance in all areas of the job.

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**Overall Work Performance**

**Q38 OVERALL WORK PERFORMANCE**

This should assist in the self-awareness of our student employees and their areas of growth and development. It is suggested that you create action steps for areas of improvement

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**Q39 Student Employee Identified Strengths**

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Q40 Strengths (Pre-evaluation meeting, supervisor includes at least two)

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Q41 Student Employee Identified Areas of Improvement/ Development

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Q42 Areas of Improvement/ Development (Pre-evaluation meeting, supervisor includes at least one)

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**Recommended Semester Raise**

**Q43 Recommended Semester Raise**

Please indicate the pay raise you would like to grant your staff member for this semester. Note: the highest performers should be the only employees receiving the full \$.10 performance (merit) increase. Questions or concerns can be directed to Marinel Martinez -Benyarko at

marinel@umd.edu. Please note: Fall pay raises go into effect at the start of the spring semester and spring pay raises go into effect at the start of the fall semester.

**Q44 Total Raise**

Performance (merit): \_\_\_\_\_

Total: \_\_\_\_\_

**Q45 Not Recommended for Raise**

*Unnecessary or Improvement Needed: Check this box if an increase is not recommended due to graduation or unsatisfactory or below expectations overall performance or termination.*

Not Recommended for Raise

**Q46 Enter any other comments regarding this employee's performance or learning so far this semester:**

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**Signatures**

**Q47 Signatures:**

Employee and supervisor are to type their names in their respective signature boxes. Emailing the student a copy of the evaluation is required.

Employee

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Supervisor

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