

Name \_\_\_\_\_ Date \_\_\_\_\_

## Student Health Center Clerical Assistant Self Evaluation Form

**Evaluate your work experience this year at the Student Health Center as a Clerical Assistant. Rate each category listed below using a scale between 0 and 5.**

- |   |
|---|
| <b>0</b> = Held no personal value as a work experience, no personal growth, not applicable to present career goals                                    |
| <b>1</b> = Held minimal value as a work experience, no significant personal growth, probably not applicable to present career goals                   |
| <b>2</b> = Held a small value as a work experience, small amount of personal growth, vague applicability to present career goals                      |
| <b>3</b> = Held moderate value as a work experience; moderate, but significant personal growth; experience applicable to present career goals         |
| <b>4</b> = Held substantial value as a work experience, considerable personal growth, substantial applicability to present career goals               |
| <b>5</b> = Held remarkable value as a work experience, outstanding contribution to personal growth, unequivocal applicability to present career goals |

### **Transferable skills (skills you will be able to utilize in your future career)**

- \_\_\_\_\_ Communication skills (with patients, staff members, or other student workers)
- \_\_\_\_\_ Interpersonal skills (with patients, staff members, or other student workers)
- \_\_\_\_\_ Team work (working well with others to accomplish goals and tasks of clinic)
- \_\_\_\_\_ Accountability (arriving to work on time, fulfilling job responsibilities as assigned)
- \_\_\_\_\_ Phone etiquette (with patients, other offices, and Truman faculty/staff members)
- \_\_\_\_\_ Attained experience about a clinic setting through this position
- \_\_\_\_\_ Attitude (remaining positive, open to new ideas, eager to learn new skills)
- \_\_\_\_\_ Work ethic (not superimposing personal belief system on others, an accountable and dependable team member, makes patient needs a priority concern)
- \_\_\_\_\_ Job performance (working within scope of training, working efficiently, completing tasks as assigned, following job description)
- \_\_\_\_\_ Attire (paying attention to professional appearance, following Health Center dress code for student workers)
- \_\_\_\_\_ Professionalism (cohesive representation of all evaluated categories)

**Please answer the following questions:**

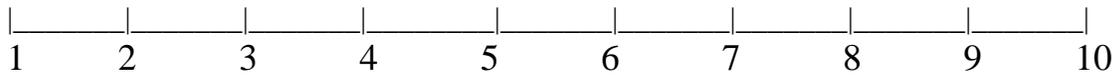
How could the Student Health Center staff have better facilitated your personal growth through your position as a clerical assistant?

How could the Student Health Center staff have better assisted you in gaining transferable skills applicable to your future career?

Would you recommend your position as a clerical assistant to other students on campus looking for a rewarding scholarship/work study job?

**Overall Evaluation**

On a scale of 1-10, with 1 representing **“This position offered few skills that I will use in my future career”** to 10 representing **“This position offered multiple opportunities to refine skills or learn new skills that I will use in my future career”** please checkmark your overall evaluation:



**Thank you. We appreciate your feedback.**