

# WORKBOOK

UNIVERSITY WORKS

University Works Student Employee  
Performance Development Workbook

ONTARIO TECH UNIVERSITY



WELCOME TO  
UNIVERSITY WORKS

## A NOTE TO STUDENTS

The University Works program is designed to help you gain useful career-related experiences while helping to achieve your personal and professional goals. Within this workbook you will find performance development resources designed to help you succeed within the program and in your future professional endeavors. Use performance evaluation as an opportunity to connect and reflect on your success and accomplishments during this employment cycle.



# HOW TO USE THIS WORKBOOK

Our on-campus employment program is designed to help full-time undergraduate students gain useful career-related experiences while studying. All the activities included in this workbook were created to give student employees a chance to reflect upon their work integrated learning experience in a meaningful way. The activities in this workbook follow the program timelines (outlined in the following pages), and should be completed in sequence.

Many of the activities are meant to be completed or reviewed in collaboration with your supervisor. You should review your answers before each check-in meeting to engage in purposeful and professional growth-oriented dialogue.

Please take the time to complete these activities to the best of your abilities. Each activity includes instructions along with an explanation of its importance.

## **WHY PARTICIPATE IN THE PERFORMANCE EVALUATION PROCESS AS A UNIVERSITY WORKS EMPLOYEE?**

The performance evaluation process is a tool used in the University Works program to assess a student's professional development in their position, learn more about their strengths and weaknesses, offer constructive feedback for professional development and assist with goal setting. This program is designed to provide students with jobs while in school and, helps to secure suitable full-time employment upon graduation. Potential employers often request references from us before hiring former student employees, and evaluation tools like this one help us ensure honesty and accuracy in our reference letters.



# PERFORMANCE EVALUATION CYCLE STEPS

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01

## Self Reflection

Take some time to reflect on yourself as an individual.  
Consider the value that you bring to your new role.

02

## Goal Setting

Consider your self-reflection findings and make three SMART goals for your employment this term.

03

## Meet with Supervisor

Meet with your supervisor at the start of your employment to discuss your shared goals and expectations.

04

## Regular Check-In Conversations

Schedule check-in meetings on a regular basis with your supervisor to speak about your professional development, and discuss any questions or concerns you may have.

05

## Formal Evaluation

Schedule a formal performance evaluation meeting with your supervisor to discuss your progress over the term and the next steps of your employment journey.

## Part One: Self-Reflection

The exercises in this section are intended to guide you through self-reflection. We encourage you to use your personal reflections when creating goals for professional development to succeed in your University Works employment.

### What Is Self-Reflection? & Why Is It Important in Goal-Setting?

- **Self-reflection** is a personal reflection in which individuals take the time to think about and evaluate their behaviours, thoughts, attitudes, experiences, motivations and desires.
- Self-reflection allows us to decide who we are and how our identities translate into employment.
- It is an essential aspect of goal setting as it gives employees a chance to pause and think deeply about their past experiences and achievements, relate them to their position today and reflect on their areas of growth for the future to achieve their goals.

### Self-Reflection in Employment

Self-reflection is valuable in employment as it provides a chance to learn more about the self and what is needed to grow personally and professionally. Engaging in self-reflection is a powerful tool when used to improve job performance. We encourage you to reflect on your daily tasks and achievements by yourself and also with your colleagues and supervisors. Having these professional conversations with others will help form closer bonds with the people you work with while providing an opportunity to hear feedback from others you may not have observed yourself.

Here are some ways to practice self-reflection at work:

- **Find a quiet place:** review what went well in the day and did not, and plan the next steps.
- **Record your thoughts:** writing down your self-reflections helps them become actionable.
- **Reflect on your day as a whole:** consider the context in which you made your decisions, what your choices helped you to accomplish or not accomplish and the knowledge you gained from these experiences.
- **Consider the alternatives:** ask yourself what would have happened if you had made a different decision throughout your day. Imagine various courses of action but do not ruminate on how things could have gone.
- **Organize your insights:** find patterns in your actions and thoughts, analyze these patterns, and decide which ones are relevant and beneficial and if you should try to limit any.
- **Decide on a course of action:** now that you have had the opportunity to practice self-reflection decide on the steps you will take with your findings. Make short-term and long-term action plans depending on your goals and tasks.

# Core Values

This worksheet is a self-assessment tool to help you identify the traits that you believe most strongly define you. Complete it and discuss your findings with your supervisor in your next goal-setting session.

## What are core values?

**Core values** are the traits and qualities that represent an individual's priorities and beliefs. They make up part of an individual's identity and influence behaviour.

**Step 1:** Review the below list of common values that individuals might possess. Please take a moment to think of any that you feel are missing from this list. From the list of values, pick 5 to 10 that you most strongly associate with.

## List of Values

Accountability	Friendship	Peace
Achievement	Fun	Perseverance
Adaptability	Future generations	Personal fulfillment
Adventure	Generosity	Power
Altruism	Giving back	Pride
Ambition	Grace	Recognition
Authenticity	Gratitude	Reliability
Balance	Growth	Resourcefulness
Beauty	Harmony	Respect
Being the best	Health	Responsibility
Belonging	Home	Risk -taking
Career	Honesty	Safety
Caring	Hope	Security
Collaboration	Humility	Self-discipline
Commitment	Humor	Self-expression
Community	Inclusion	Self-respect
Compassion	Independence	Serenity
Competence	Initiative	Service
Confidence	Integrity	Simplicity
Connection	Intuition	Spirituality
Contentment	Job security	Sportsmanship
Contribution	Joy	Stewardship
Cooperation	Justice	Success
Courage	Kindness	Teamwork
Creativity	Knowledge	Thrift
Curiosity	Leadership	Time
Dignity	Learning	Tradition
Diversity	Legacy	Travel
Environment	Leisure	Trust
Efficiency	Love	Truth
Equality	Loyalty	Understanding
Ethics	Making a difference	Uniqueness
Excellence	Nature	Usefulness
Fairness	Openness	Vision
Faith	Optimism	Vulnerability
Family	Order	Wealth
Financial stability	Parenting	Well-being
Forgiveness	Patience	Wholeheartedness
Freedom	Patriotism	Wisdom

**Step 2:** List your top 5-10 core values in the table below.

Make a note of those that you feel describe you at your best. Are there differences between the values you chose and your overall actions/behaviours? If so, what is one action you could take today to address this inconsistency?

My Core Values		

**Step 3:** Using your list of core values, identify common themes in the words to create categories.

<b>Group your value words from your list into categories.</b> <i>Place the category in the first column and the related core values the row beside it.</i>				
<b>Category:</b> <b>Authentic</b>	<b>Honesty</b>	<b>Humility</b>	<b>Integrity</b>	<b>Respect</b>
Category:				
Category:				
Category:				

From the *List of Values*, select three values that you believe are currently missing (or wish to enhance) in your life. List the values below and create a plan to introduce them.

<b>Example Value:</b>	<i>Dependable</i>
<b>Example Plan:</b>	<i>I will make sure to show up to work 10 minutes early for every shift. I will establish a shared expectation with my supervisor regarding reasonable response times to emails/communications.</i>
<b>Value 1:</b>	
<b>Plan:</b>	
<b>Value 2:</b>	
<b>Plan:</b>	
<b>Value 3:</b>	
<b>Plan:</b>	

# Key Experiences

## What are key experiences, and why are they important to goal setting?

**Key experiences** are life events that significantly impact who you are as an individual; they are often extremely memorable and play a part in shaping your self-concept.

A key experience might be memorable because it led to a moment of realization, provided satisfaction, was painful or disappointing, affected the way you see yourself or those around you, changed your values or was highly demanding of your attention, time and resources.

This worksheet is designed to clarify the influence of these key events on you and determine their lasting behavioural effects. It is not intended to judge how you reacted or felt during each event; these types of judgements are counterproductive and should be avoided.

Understanding and identifying the key experiences in your life is important to goal setting. Once you understand the effect of these experiences on your person, you can consider how they can influence your goals and goal achievement.

## STEP ONE: Identify Your Key Experiences

1. Identify 5 key life experiences (positive or negative) and list them in the table on the next page. Include your age at the time, a short description of the memory and its relevance to you.
2. Rank the experiences by their impact on your self-concept and the level of satisfaction that you felt during/after the experience.

## STEP TWO: Identify Values

1. Reflect upon your answers from *Step One: Identity Your Key Experiences* and decide what values were developed or highlighted in each key experience that you listed.
  - In the *Key Life Experiences* table (below), list the values that you believe were highlighted or honoured in the experiences that scored high in terms of satisfaction.
  - For experiences which scored low in satisfaction list the values that you believe were missing or threatened as a result of the event.
  - Make a note of how each of the events changed how you saw yourself and lived your life.

Key Life Experiences			
Experience	Description of Experience	Values & Satisfaction	Experience's Impact
1.			
2.			
3.			
4.			

## STEP THREE: Consolidate and Clarify Values

You have now identified the key experiences and values that played a role in shaping your self-concept.

1. Use the *List of Values* on the *Core Values* worksheet (or come up with your own) to pick five values that are important to you.
2. List the values below and provide a reason for your selection – *why is the value that you selected important to you?*

<b>Example:</b> <b>Compassion</b>	Compassion is important to me because it allows me to relate to those around me who may be going through a hard time. Being compassionate makes me a better friend, student and employee.

\*Upon completing this exercise, you may feel you need to talk to someone about these experiences and the memories that are associated with them. Please contact the various services and supports available on the [Student Life page](#).

## Previous Employment Reflection

This section aims to reflect upon your prior work experience to gain insight into yourself as an employee and the valuable lessons you have learned in the past. It is intended to demonstrate lessons, patterns and behaviours that can be transferred to your University Works position and future employment.

In the table, list your previous employment or volunteer opportunities (left side) and answer the following questions (right side):

- What did you enjoy most about the position? What did you enjoy the least?
- What would you have done differently during your employment?
- What did you learn from the role?
- In what ways did you grow personally and professionally during your employment?
- Did your work habits improve during your employment term?

Previous Employment or Volunteer Opportunities	Reflections

## Who Am I – What Do I Have to Offer?

This section intends to help you identify the strengths, weaknesses and values you bring to your role as a professional. This resource will also help you reflect on your current University Works employment and how it aligns with your values, strengths and interests.

When completing this exercise make sure to:

- **Be proud:** Highlight your accomplishments and the impact that you have had in the past.
- **Be honest:** It is important, to be honest with yourself about your strengths and also your weaknesses. Self-reflection is the perfect time to identify the areas of yourself that need professional development.
- **Align your values:** use the reflections you have made on the [Core Values page](#) to understand who you are as a person and what values you bring to your employment.
- **Strive for growth:** Use this opportunity to find ways to adapt, learn and grow in your new role. Remain committed to your career aspirations, and take a moment to decide your role helps you work towards them.

Use the table to reflect on who you are as an individual and professional. Use your findings to identify the value you bring to your University Works position.

Who Am I – Self Reflection	
<b>Strengths</b> <i>(talents, skills, knowledge)</i>	
<b>Weaknesses</b>	
<b>Core Values &amp; Personality Traits</b>	
<b>Accomplishments</b> <i>(professional, personal, academic)</i>	
<b>What Makes You an Asset to Your Current Role?</b>	

## Part Two: Goal Setting

Goal setting is essential to employment. It helps to keep you motivated as an employee and increases feelings of confidence and job satisfaction while creating a positive working environment. Goal setting provides a mechanism for monitoring employment progress and allows open and honest feedback conversations with supervisors.

### SMART GOALS

When setting professional goals, use the SMART Goal format. SMART Goals are a clear and achievable statement of the results you wish to accomplish in your employment. They are designed to foster a clear understanding between you and your employer on the expectations, important aspects and aims of your role in order to set you up for success. Smart Goals are Specific, Measurable, Achievable, Result-focused and Time-bound.

#### **S**PECIFIC

Be specific about what you want to accomplish. Consider what your goals is, how to achieve it and what steps will need to be taken.

#### **M**EASUREABLE

Make your goal tangible. Identify how you will measure the success of your goal to ensure you achieved it.

#### **A**CHIEVABLE

Make sure your goal is realistic. Focus on why the goal is important to you and what steps you can take to reach it.

#### **R**ESULT-FOCUSED

Consider the objective of your role and align your goal to achieve the results needed to be successful.

#### **T**IME-BOUND

Set your goals to be achieved on a realistic timeline. Consider the length of your employment or the project you are working on.

#### **SMART Goal Example:**

*Administrative Assistant*

I will work alongside my supervisor to complete the report that has been assigned to me. I will check in with my supervisor on a daily basis to ensure I am making sufficient progress to meet the deadline in two weeks. I will ensure that all information in the report is accurate and that the formatting is correct.

I will know that I have achieved my goal once the report is complete and I have received positive feedback from my supervisor.

## SET YOUR OWN SMART GOALS

1. In the table below, consider your role's expectations and your professional desires to develop 3 SMART Goals that will lead you to success.
2. In the second row of each goal, decide how you will know that you have successfully reached your SMART goals.

<b>SMART Goal One:</b>
GOAL:
<i>How will I know that I have reached this goal?</i>
<b>SMART Goal Two:</b>
GOAL:
<i>How will I know that I have reached this goal?</i>
<b>SMART Goal Three:</b>
GOAL:
<i>How will I know that I have reached this goal?</i>
<b>My Reflections (optional)</b>

## Part Three: Check-In Self-Evaluation

Checking in with yourself regularly is essential to success in employment. Check-ins allow employees to reflect on what has been going well in the role, goal progression and the additional tools or supports needed for success. Self-evaluation check-ins provide an opportunity to formally reflect upon the work period and gather any questions or feedback that need to be addressed in the check-in meeting with your supervisor.

In this worksheet, reflect upon your experience since the beginning of this employment term and complete the table below. Bring these findings to the check-in meeting with your supervisor for discussion.

Self-Evaluation			
SMART Goals			
<i>Update your progress on the goals you set at the beginning of your employment term.</i>			
Ask yourself:	Goal one:	Goal two:	Goal three:
<ul style="list-style-type: none"> <li>▪ What have been my successes so far? What are my challenges?</li> <li>▪ Strengths and weaknesses.</li> </ul>			
What is one task/skill that I am very good at?			
What is one thing that I can improve to make myself a better employee?			
What job activity would you like to: <ul style="list-style-type: none"> <li>▪ Start</li> <li>▪ Stop</li> <li>▪ Change</li> </ul>			
Additional Comments			

## Part Four: Check-In Employer Evaluation

Regular and ongoing conversations are fundamental to any successful employment term. During check-in meetings, employees and their supervisors meet to provide feedback, discuss progress, and modify goals as needed to ensure they are still relevant and meeting overall targets/expectations.

Use this worksheet to prompt discussion with your supervisor and record your answers. Apply these findings to the next stage of your employment to ensure success before the formal performance evaluation.

### Goal Progress

	GOAL ONE	GOAL TWO	GOAL THREE
What was the goal?			
What is going well?			
What obstacles or barriers have you faced?			
What are your next steps?			
What additional support do you need?			
Additional ideas/comments:			

## Training and Professional Development

Employees must complete a set of mandatory training modules within their first week of employment. Throughout the term, students are encouraged to participate in additional training and personal development workshops to enhance their skill set further.

### Mandatory Training

As part of health and safety orientation, new employees must complete the required health and safety training modules within the first two weeks of employment.

For a complete listing of mandatory training, visit [Training and Development](#).

### Professional Development

Students within the University Works program are encouraged to participate in additional workshops throughout the term. These workshops are designed to improve confidence, hone your ability to communicate with professional networks, and prepare you for your career. Workshops aim to educate students in wellness, career development, equity, communication and leadership.

**Student Life workshops:** [Students Life](#) workshops aim to educate students in wellness, career, equity, communication and leadership.

**Career Centre workshops:** [Career Centre](#) workshops are designed to help students feel more confident and help them to feel more prepared to take on their careers.

**Campus Connected:** The [Campus Connected](#) workshop is a two-hour session focused on caring, kindness and listening with empathy and without judgment.

For additional information, visit [Professional Development Opportunities](#).

## RECORD YOUR WINS!!

Use this section to record your wins throughout this employment term. Make sure to include all accomplishments (big or small)!

WIN!!	
WIN!!	
WIN!!	
WIN!!	

## Part Five: Final Self-Reflection and Evaluation

Take some time to consider your employment experience, what you accomplished and how it relates to your studies. Use performance evaluation as an opportunity to connect and reflect on your success and accomplishments during this employment cycle.

<b>SMART Goals Reflection</b>		
<b><i>SMART Goal:</i></b>	<b><i>Achievement/Status:</i></b>	<b><i>Lessons Learned:</i></b>
<b>1.</b>		
<b>2.</b>		
<b>3.</b>		

### Reflection Questions

1. What have been your greatest successes at work? How did these achievements impact the department?
2. What has been the biggest challenge in your role, and how did you overcome this?
3. What opportunities for learning and growth have you found or created for yourself in your current role? What skills did you develop as a result of these learning opportunities?
4. Has your progress this year helped you move closer to meeting your career goals? What can you do to move closer to meeting this goal?
5. Did your employment coincide with your area of study? If so, how did your work experience add value to your education at Ontario Tech?
6. How satisfied were you with yourself as an employee and with your role in the department?

## Self-Reflection and Evaluation

*Use the Reflection Questions from above to fill in the spaces below. Discuss your answers with your supervisor at the formal evaluation meeting.*

<b>What have been your greatest successes at work? How did these achievements impact the department?</b>	
<b>What has been the biggest challenge in your role, and how did you overcome this?</b>	
<b>What opportunities for learning and growth have you found or created for yourself in your current role? What skills did you develop as a result of these learning opportunities?</b>	
<b>Has your progress this year helped you move closer to meeting your career goals? What can you do to move closer to meeting this goal?</b>	
<b>Did your employment coincide with your area of study? If so, how did your work experience add value to your education at Ontario Tech?</b>	
<b>How satisfied were you with yourself as an employee and with your role in the department?</b>	

# THANK YOU!

Thank you for participating in the University Works program! We hope you enjoyed your employment and gained useful career-related experiences while studying for your Undergraduate degree.

[SAFA.ONTARIOTECHU.CA/UNIVERSITY-WORKS/](http://SAFA.ONTARIOTECHU.CA/UNIVERSITY-WORKS/)