MARQUETTE UNIVERSITY
STUDENT EMPLOYMENT PROGRAM
EMPLOYEE EVALUATION

Employee _____ Date _____

Supervisor _____ Job Title _____

The purpose of this evaluation form is for you, the employee, and your employer to assess your work performance. Both employee/employer are to provide information which will be used to improve both the student's performance and the effectiveness of the Student Employment Program. Together both the employee and employer are also asked to make comments and set goals for the future.

Definitions for Performance Rating

- Marginal Performer — Quantity and/or quality of work unsatisfactory.
- Development Performer — Quantity and/or quality of work does not yet meet job standards.
- Competent Performer — Quantity and quality of work meet job standards.
- Outstanding Performer — Quantity and quality of work consistently exceed job standards.

Directions

1. Employee and evaluator rate each function list by marking an "X" in the appropriate column.
2. Include comments or evidence for each function.

	Rating									
	Marginal		Developing		Competent		Outstanding		Comments/Evidence	
	EMP	EVAL	EMP	EVAL	EMP	EVAL	EMP	EVAL	EMP	EVAL
Ability to Learn										
• Able to learn duties in a reasonable period of time										
• Makes effort to learn quickly										
Interaction with Others										
• Attitude is diligent and enthusiastic										
• Maintains good working relationship with coworkers										
Quantity & Quality of Work										
• Acceptable output										
• Maintains high quality of work										
• Is able to make independent value judgements										
• Maintains confidentiality of information and records										
Dependability										
• Is reliable and dependable										
• Notifies supervisor if unable to work										
Attendance & Punctuality										
• Regular and in accordance with schedule										
Overall Rating										

Employee's Comments:

Employer's Comments:

Employee/employer Goals for the Future:

I have participated in this evaluation and ☐ agree ☐ disagree with its contents.

Student Employee _____ Date _____ Supervisor _____ Date _____

SE98-62 TOP COPY: SUPERVISOR BOTTOM COPY: STUDENT