



**Instructions**

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:

- 1 - Marginal Performer (Quantity and/or quality of work are unsatisfactory)
- 2 - Developing Performer (Quantity and/or quality of work does not yet meet job standards)
- 3 - Competent Performer (Quantity and/or quality of work meet job standards)
- 4 - Outstanding Performer (Quantity and/or quality of work consistently exceed job standards)

The student employee and supervisor must rate each function list by marking an "X" in the appropriate box

Student Information	
Name (Last, First):	Date:
MUID:	Job Title:
Department:	
Supervisor:	Phone:

Rating								
	Student Employee				Supervisor			
	1	2	3	4	1	2	3	4
<b>Ability to Learn</b>								
• Able to learn duties in a reasonable period	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Makes effort to learn quickly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Interaction with Others</b>								
• Attitude is diligent and enthusiastic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Maintains good working relationship with coworkers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Quantity and quality of work</b>								
• Acceptable output	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Maintains high quality of work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Able to make independent value judgements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Maintains confidentiality of information and records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Dependability</b>								
• Reliable and dependable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Notifies supervisor if unable to work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Attendance &amp; Punctuality</b>								
• Regular and in accordance with schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Overall Performance</b>								
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Employee Evaluation**



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Comments	
Student Employee comments:	
Supervisor comments:	
Student Employee and Supervisor's goals for the future:	

Acknowledgement	
I have participated in this evaluation and <input type="checkbox"/> agree <input type="checkbox"/> disagree with its contents.	
Student Employee Signature:	Date:
Supervisor Signature:	Date: