

Our Lady of the Lake University
Student Employee Performance Evaluation

Employee's Name & ID#:	Date Assigned to Present Position:
Position Title:	Period of Review: From: _____ To: _____
Department: _____ Supervisor: _____	Supervisor's Recommendation Pay Increase: Yes _____ No _____

-----Place a \sqrt on the line in the box of the statement selected.-----

1. QUALITY: Thoroughness, neatness and accuracy.	Careless/Inadequate (0) _____	Needs extra supervision to perform tasks effectively (1) _____	Quality of work equals that expected after normal training/experience (2) _____	Work is thorough and complete (3) _____	Exceptionally high work quality (4) _____
2. KNOWLEDGE OF JOB: Understanding all phases of work and job-related factors.	Expert in own job and several others (4) _____	Expert, but limited to own job (3) _____	Knows job fairly well (2) _____	Improvement necessary. Just gets by (1) _____	Inadequate knowledge (0) _____
3. QUANTITY: Consider quality of work produced under normal conditions.	Turns out required amount, but seldom more (1) _____	Frequently turns out more than required amount (3) _____	Low or inadequate production (0) _____	Exceptionally fast; output high (4) _____	Usually does more than expected (2) _____
4. RELIABILITY: Dependability in completing work assignments.	Dependable; no checking necessary (3) _____	Very little checking required (2) _____	Follows instructions easily (4) _____	Frequent checking required (1) _____	Continuous checking and follow-up required (0) _____
5. INITIATIVE: Ability to think constructively and originate action.	Good decisions and actions, but requires some supervision (2) _____	Minimum supervision needed; seeks new knowledge to improve quality of service (3) _____	Contributes additional knowledge to improve quality of service (4) _____	Does not demonstrate interest in gaining new knowledge (1) _____	Is not aware of current trends relating to job (0) _____
6. ADAPTABILITY: Ability to learn and meet changing work conditions and habits.	Prefers old methods; does not remember new instructions (1) _____	Learns slowly; reluctant to change (0) _____	Normal range of adaptability (3) _____	Short period for mental adjustment; willing to change (2) _____	Learns rapidly; adjusts and grasps changes quickly (4) _____
7. ATTITUDE: Willingness to cooperate and work as a team player.	Good team player (4) _____	Cooperative (3) _____	Limited cooperation (2) _____	Passive resistance (1) _____	Poor cooperation; argumentative(0) _____
8. INTERPERSONAL RELATIONS: Ability to get along with peers, supervisors, students, faculty, and public.	Significant problems working with others (0) _____	Interfaces as required to do the job (1) _____	Smoothly interfaces with others (3) _____	Consistently establishes and maintains good working relations(4) _____	Creates situations where harmony/collaboration is possible (2) _____
9. ATTENDANCE AND PUNCTUALITY: Consider arrival times, patterns of sick leave, and absences.	Consistently below expectations(0) _____	Below expectations (1) _____	Meets expectations (2) _____	Exceeds expectations (3) _____	Consistently exceeds expectations (4) _____

Other Performance Factors and/or comments: _____

Student's Signature

Date

Supervisor's Signature

Date

PERFORMANCE LEVEL RATINGS

EXCEEDS STANDARD

31 to 36 Points

Work performance is consistently above and definitely superior to the requirements/standards for the position and is competent in job performance.

MEETS STANDARD

18 to 30 Points

Work performance consistently meets the requirements/standards of the position and is competent in job performance. This level of performance is expected of a trained and qualified team member.

BELOW STANDARD

0 to 17 Points

Work performance is below the requirements/standards of the position. This rating indicates that effort is needed to improve performance and a formal work plan is necessary when elements of the evaluation indicate that performance has fallen below standard.