**Our Lady of the Lake University**  
**Student Employee Performance Evaluation**

<table>
<thead>
<tr>
<th>Employee’s Name &amp; ID#:</th>
<th>Date Assigned to Present Position:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Title:</td>
<td>Period of Review: From:_________ To:_________</td>
</tr>
<tr>
<td>Department:</td>
<td>Supervisor:</td>
</tr>
<tr>
<td>Supervisor’s Recommendation Pay Increase:</td>
<td>_______ Yes ________ No</td>
</tr>
</tbody>
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**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) _____

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**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) _____

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**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) _____

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**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) _____

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**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) _____

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**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) _____  
Learned rapidly; adjusts and grasps changes quickly (4) _____

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**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) _____

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**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) _____

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**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) _____

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Other Performance Factors and/or comments: ____________________________________________________________

__________________________________________    ________________               ...

**Supervisor’s Signature**  
**Date**
<table>
<thead>
<tr>
<th>PERFORMANCE LEVEL RATINGS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EXCEEDS STANDARD</strong></td>
</tr>
<tr>
<td>31 to 36 Points</td>
</tr>
<tr>
<td>Work performance is consistently above and definitely superior to the requirements/standards for the position and is competent in job performance.</td>
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<tr>
<td><strong>MEETS STANDARD</strong></td>
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<tr>
<td>18 to 30 Points</td>
</tr>
<tr>
<td>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.</td>
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<tr>
<td><strong>BELOW STANDARD</strong></td>
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<td>0 to 17 Points</td>
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<tr>
<td>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.</td>
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