



MUSKEGON COMMUNITY COLLEGE Evaluation Criteria Supplement

Supervisor: Please consider these criteria in evaluation of the student employee.

1. DEPENDABILITY
 - a. Reports to work on time
 - b. Makes proper and timely notification of any illness or absenteeism
2. ABILITY TO LEARN
 - a. Demonstrates the ability to learn on the job
 - b. Develops a good working knowledge of his/her job assignment
3. RELATIONSHIP WITH OTHERS
 - a. Develops appropriate relationships with peers and supervisors
 - b. Accepts constructive criticism in a positive manner
 - c. Works well in a team environment
4. JUDGMENT
 - a. Develops and exercises good judgment when making decisions
 - b. Ask for help when appropriate
5. WORK HABITS
 - a. Self directed
 - b. Initiates task and completes assignments
 - c. Demonstrates initiative in his/her approach to accomplishing work assignment
6. QUALITY OF WORK
 - a. Continually improves quality of work
 - b. Produces quality work that is equal to/or exceeds that of regular employees
7. QUANTITY OF WORK
 - a. Produces a quantity of work (service) equal to/or exceeds that of regular employees
8. COMMUNICATIONS
 - a. Communicates well with peers and superiors and customers
 - b. Writes clear and concise memos and reports
 - c. Elicits positive response from fellow workers to suggestions
9. LEADERSHIP QUALITIES
 - a. Has ability to plan, organize, and schedule
 - b. Analyzes problems, able to solve issues
 - c. Demonstrates the ability to motivate and direct others in accomplishing tasks or goals
10. ORGANIZATIONAL SKILLS
 - a. Organizes assignment in logical progression
 - b. Utilizes time in an efficient manner
11. CONFIDENTIALITY
 - a. Is diligent about keeping memos and records confidential
 - b. Does not engage in discussing confidential items to inappropriate personnel