

ASUN Center for Student Engagement Employee Evaluation Form – [department]



ASSOCIATED STUDENTS OF
THE UNIVERSITY OF NEVADA

Academic Year: _____

Employee Evaluated: _____

Evaluator's Name: _____

Professionalism:

Professional appearance (clothing/uniform clean and appropriate, name tag, dress code)

Working as a team with coworkers (respectful, professional, friendly, patient)

Attitude toward supervisor (respectful, cooperative, listens to and follows instructions)

Timeliness (consistently on time for scheduled shifts, meetings, deadlines, etc.)

Personal Qualities:

Dependability (fulfilling scheduling obligations, not missing shifts/meetings, completing tasks when asked)

Flexibility & availability (able to work when needed, helping when asked)

Desire to Learn (taking on new responsibilities, new positions, new tasks, asking questions)

Communication (clear written & verbal communication, promptly responding to email, text, phone calls)

Customer Service:

Attitude toward customers (friendly & welcoming, approachable, making others feel they matter)

Being proactive (offering service/asking questions, not just waiting for people to approach, fostering community)

Following through (making sure service is thorough, saying goodbye/thanks, following up if necessary)

Welcoming feedback (listening to customer concerns, patient & receptive)

Department-Specific:

1. Excels In:

2. Could Improve in:

3. Suggestions to Employee:

4. Employee Comments (If Desired)

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____