



**Office of Student Financial Aid
Student Employee Evaluation**

This form is provided to the supervisor as a tool in order to evaluate the student. It must be completed and kept in the student's file. It is recommended that students be evaluated at least once per semester.

Student Employee Name		NAU ID#	
Year in School		Employing Department	
Period of Employment		Job Title / Pay Rate	

Evaluation of Student Employee

Key:
4 = Outstanding (extraordinary performance beyond fully competent)
3 = Above Average (performs consistently better than average)
2 = Average (fully competent)
1 = Needs Improvement (less than fully competent)

		4	3	2	1	N/A
Quality of Work	Ability to do work following specific procedures / direction					
Comprehension	Knowledge of job / familiarity with procedures of job					
Reliability	Job completion / ability to get things done					
Work Attitude	Enthusiastic and willing to perform work and help others					
Dependability	Punctuality and reliability in attendance					
Initiative	Interest in assuming added responsibilities					
Cooperation	Ability to work with others					
Judgment	Ability to make sound decisions					
Leadership	Qualities of understanding and directing people					
Professionalism	Conducts themselves in a dignified, business like manner					
Potentialities	Ability to improve within the job situation					
Overall	Considering all attributes, final rating					

General Comments	
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Employee Signature		Date	
Supervisor Signature			