
N I C H O L L S S T A T E U N I V E R S I T Y

STUDENT EMPLOYEE PERFORMANCE EVALUATION

INSTRUCTIONS

This form is used to evaluate the student employees at Nicholls State University. Please complete the form and return it to the Financial Aid Office by _____.

NOTE: The supervisor will be responsible for meeting with each student employee to discuss his/her evaluation. At this meeting, the supervisor will provide a copy of this evaluation to the student employee.

Employee Name

Social Security Number

Department

Current Semester

Please complete by marking the appropriate column below.

	EXCELLENT	GOOD	FAIR	POOR
PERFORMANCE:				
RELIABILITY:				
COOPERATION:				
WORK QUALITY:				
ATTITUDE:				
APPEARANCE:				

Other comments about this employee's performance, including any area that needs improvement. (This section is optional. Attach extra sheets if necessary):

Signature of Student Employee

Date

Signature of Supervisor

Date

Supervisor Name Printed

Phone

(Continued on the back side)

To: Student Employee Supervisors
From: Rachel C. Babin Assistant Director of Financial Aid/Student Employment
Re: Student Employee Performance Evaluations

It is time to evaluate your student employees. Please take a few minutes and complete an evaluation (on the reverse side on this memo) for each individual employee. Return evaluations to the Student Employment Office by _____, along with the timesheets. Evaluations will be kept on file in the Student Employment Office. The Student Employment Office reserves the right to release evaluation history of a former student employee.

Please give each student worker a copy of his/her evaluation before submitting it to the Student Employment Office. Supervisors should discuss the evaluation with the student. Some student employees do not realize that their performance may be inadequate. The evaluation may serve as an avenue to approach a student employee about poor performance. The evaluation may also serve as a reminder of how we recognize and appreciate excellent performance.

Evaluations will be conducted every semester. If you have any questions concerning this memo or the evaluation, please contact the Student Employment Office at extension 4043. Thank you.

Each student worker should sign below to indicate that the Student Employment Office has his/her consent to release employment information.

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The Student Employment Office has permission to release information concerning my student employment performance history.

Student Employee Signature

Date