



Student Employee Evaluation
St. Cloud State University - Financial Aid Office
Administrative Services Building 106
720 Fourth Avenue N., St. Cloud, MN 56301
(320) 308-2047 FAX: (320) 308-5424
www.stcloudstate.edu/financialaid

As a supervisor, you are asked to complete a performance evaluation for your student employees minimally once per period of the work authorization and prior to the student’s termination of employment (e.g., end of the work assignment, change of department/agency, or involuntary termination). Evaluations may also be helpful midpoint during the employment period to provide the student employee feedback on positives and areas of growth.

Performance evaluations are most beneficial when both the employee and the supervisor are active partners in completing the evaluation; therefore, we encourage you to share the evaluation form with your student employee prior to meeting with him/her so you may discuss the performance and evaluation with your student employee.

Directions:

1. Use the scale listed below to rate the student employee job performance for each identified area.
2. Sign and date the evaluation with the student.
3. Make two copies of the evaluation. Give one copy to the student and send one copy to the Financial Aid Office. Keep the original for your file.

Student Employee’s Name

SCSU Student ID#

Department/Agency

Evaluation Period (e.g., Fall 2011)

Brief description of job duties/responsibilities:

FS: Far Exceeds Standards **ES:** Exceeds Standard **MS:** Meets Standards **BS:** Below Standards **DS:** Does Not Meet Standards. Use the rating “**NA**” for areas that do not apply to this position.

	Rating	Comments
Quality of work (<i>ability to perform job duties following specific procedures</i>)		
Quantity of work (<i>amount of work completed is accurate, in specified timelines, following specified standards</i>)		
Customer Service (<i>demonstrates importance of customer service and satisfaction</i>)		
Reliability/Dependability (<i>completes duties efficiently and conscientiously; punctuality; attendance; able to work in absence of direct supervision</i>)		
Communication (<i>written, verbal, electronic, interpersonal; positive interactions with co-workers, supervisor, campus community and guests</i>)		
Initiative (<i>displays ownership and accountability in the position; provides positive input to department procedures, as appropriate; exercises discretion in duties</i>)		
Professionalism (<i>conducts self in dignified, businesslike manner; neatly groomed; appropriate attire for the position; maintains confidentiality</i>)		

Student Employee's Comments:

Supervisor's Comments:

***Employee's Signature**

Date

Supervisor's Signature

Date

*Signature indicates that employee has reviewed and discussed the evaluation with the supervisor.

Original: Supervisor

Copies: Employee

Financial Aid Office

(September 2011)