NORTHERN ARIZONA UNIVERSITY
Facility Services

Instructions for Facility Services Student Evaluations

Please use a computer to complete all portions of the Student Evaluation form.

1. Students should be evaluated every three months for their first year to ensure they have been properly trained and are performing at the appropriate level
   a. Use this time for setting training goals for the students and evaluating additional training needs
2. Students must be employed for one full year before they can be evaluated for a raise.
   a. The evaluation period ends in February; evaluations are due no later than March 31st.
   b. FS Employee Services will conduct grade and enrollment checks to verify continued eligibility to work as a student wage employee
      To be employed with Facility Services students must:
      i. Be enrolled with at least 6 credit hours in the current semester (or fall semester for summer employment)
      ii. Have a GPA of 2.0 or higher, and be in good academic standing
      (Some departments may have higher GPA requirements)
3. Students cannot receive a raise without an evaluation.
4. An evaluation is not a guarantee of a raise, budget restrictions may apply.
5. A detailed narrative must be provided in the comment section, to explain the supervisor's evaluation scores.
6. The Director or Department head must sign off on all evaluations.

6. The student employee reviews and signs the form last

(Send originals of all evaluations with documentation to* Ruth McCarty *in Room 101-C)

NORTHERN ARIZONA UNIVERSITY
Facility Services

Date:_____

STUDENT HOURLY EMPLOYEE EVALUATION REPORT

Employee Name: _____ Employee ID Number :_____Hire Date:_____
Department: _____ Job title: _____ Job Level: _____
Period of Employment:_____ Date of last evaluation: _____

Evaluation Ratings

4	Outstanding	Extraordinary performance beyond fully competent
3	Above Average	Performs consistently better than average
2	Average	Fully competent
1	Below Average	Less than fully competent
NA	Not Applicable	

Please Check Appropriate Box

		4	3	2	1	NA
Quality of Work	Ability to do satisfactory work following specified procedures	☐	☐	☐	☐	☐
Quantity of Work	Volume of work done in specified time following specified standards	☐	☐	☐	☐	☐
Comprehension	Knowledge of job, familiarity with procedures of job	☐	☐	☐	☐	☐
Reliability	Job completion, ability to get things done, conscientiousness	☐	☐	☐	☐	☐
Attitude toward work	Degree of enthusiasm and willingness with which one performs his/her work	☐	☐	☐	☐	☐
Judgment	Ability to make sound decisions	☐	☐	☐	☐	☐
Dependability	Punctuality and reliability in attendance	☐	☐	☐	☐	☐
Professionalism	Conduct self in a dignified, businesslike manner	☐	☐	☐	☐	☐
Cooperation	Ability to work with others in harmony	☐	☐	☐	☐	☐
Initiative	Interest in assuming added responsibilities	☐	☐	☐	☐	☐
Potentialities	Ability to improve one's self within the job situation	☐	☐	☐	☐	☐
Leadership	Qualities of understanding and directing people	☐	☐	☐	☐	☐
Overall Employee	Consider all attributes	☐	☐	☐	☐	☐

General Comments: (***A narrative must be provided if a student is evaluated as outstanding or below average overall).***

Supervisor
Signature: _____ Date: _____

_____
Print Supervisor Name

Director
Signature: _____ Date: _____

_____
Print Director Name

Employee
Signature: _____ Date: _____

I _____ ☐ Agree or ☐ Disagree with the performance evaluation
Print Employee Name

Employee may explain disagreement on the back of this form, or on a separate sheet of paper.

ESTM complete the following:
Verified Academic Good Standing and Enrollment ☐yes ☐no ESTM Initials:

Cumulative GPA: Year in School: Grade Check Date: Current Pay Rate : $

Actions : Completed Date: Completed By: