

Return completed form to Human Resources within 5 business days following the end of the temporary work period. (Reference page 2 for instructions)

Temporary Employee Name: _____

Banner ID#: _____ Date Employed: _____

Department: _____

I. RATING OF EMPLOYEE (Carefully evaluate each of the qualities separately.)

	Unsatisfactory	Satisfactory	Unable To Rate
Quality of Work			
Quantity of Work			
Suitability for Position			
Personal Appearance			
Attendance			
Dependability			

Comments: _____

II. OVERALL EVALUATION

Unsatisfactory	Below Average	Average	Above Average	Exceptional

III. RECOMMENDATION

Do you recommend this individual for future campus employment? YES ☐ NO ☐

If no, why should the employee be released or not rehired?

Supervisor Signature: _____ Date: _____

Employee Signature: _____ Date: _____

Human Resources Initials: _____ Date: _____

TEMPORARY EMPLOYEE EVALUATION FORM GUIDELINES

These guidelines will assist you (the supervisor) in completing the evaluation form for temporary employees at the end of employment in your department.

Section I- Rating of Employee:

Please rate the temporary employee on the six (6) pertinent qualities utilizing the three options given. For qualities rated “unable to rate”, please give a brief explanation in the *Comments* area of Section I.

Section II- Overall Evaluation:

Please offer a fair assessment of the employee’s overall performance during the temporary work period. Select one of the five options given.

Section III- Recommendation:

Please indicate your recommendation. If the employee **should not** be considered for rehire, please give an explanation in the space provided. Date and sign the “Supervisor Signature” section. The temporary employee should also date and sign the form. *Supervisors should make every effort to ensure the employee signs the form. However, if the temporary employee is unable/unavailable to sign form, please give explanation on “Employee Signature” line.

This report is due in Human Resources no later than 5 business days following the end of the temporary work period.