# Temporary/Transitional/Casual Employee Evaluation Template

| CORE COMPETENCIES | 0 NEW Insufficient opportunity to observe behaviour | 1 UNSATIS-FACTORY did not meet any expectations | 2 ROOM FOR IMPROVE-MENT occasionally did not meet expectations | 3 GOOD satisfactory performance, usually met expectations | 4 STRONG skilled performance, exceeded some expectations | 5 EXCELLENT outstanding performance, consistently exceeded all expectations |
|---|---|---|---|---|---|---|
| Friendly, professional business communications | | | | | | |
| Represents organization well at all times | | | | | | |
| Maintains effective, harmonious working relationships | | | | | | |
| Readily learns new skills | | | | | | |
| Adapts well to change | | | | | | |
| Able to concentrate in distracting, fast paced environments | | | | | | |
| **ENHANCED COMPETENCIES** | **0** | **1** | **2** | **3** | **4** | **5** |
| Leadership Abilities; promotes enthusiasm, can direct others | | | | | | |
| University Acumen: over-arching understanding of McMaster University | | | | | | |
| Develops other people: Human Resource management | | | | | | |
| Liaises well with other employees or departments | | | | | | |
| Willing to train others | | | | | | |
| Optimizes service relationships, internally or externally | | | | | | |
| **ADMINISTRATIVE** | **0** | **1** | **2** | **3** | **4** | **5** |
| Plans and organizes work well | | | | | | |
| Good time management skills | | | | | | |
| Follows instructions thoroughly and accurately | | | | | | |
| Accurate attention to detail | | | | | | |
| Ensures timely completion of tasks | | | | | | |
| Willing to ask for clarification or help where needed | | | | | | |
| Awareness, compliance with Health & Safety policies | | | | | | |
| Reliable, demonstrates accountability for work done | | | | | | |
| **JOB SPECIFIC TECHNICAL SKILLS** (i.e. mechanical, mathematical, computer, second language) | **0** | **1** | **2** | **3** | **4** | **5** |
| | | | | | | |
| | | | | | | |

**Would you rehire this employee in the future? YES _____ NO _____**

**Would you recommend this employee for rehire elsewhere at McMaster? YES___ NO ____**

**General comments on performance:**

_____

_____

EMPLOYEE NAME: _____ID NUMBER: _____

EMPLOYEE POSITION: _____DEPARTMENT: _____

MANAGER NAME: _____DATE: _____

MANAGER SIGNATURE: _____ (please submit within 2 weeks of termination)