



### Temporary Employment Performance Evaluation

Employee Name: \_\_\_\_\_

UK Person ID #: \_\_\_\_\_

First Day Worked: \_\_\_\_\_ Last Day Worked: \_\_\_\_\_

Department: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Reason: Assignment Ended  Employee resignation  Employee Performance

Notice Given by Employee: Written (attach)  Oral  None

Thank you for filling out this performance evaluation on your Temporary Employment employee. It is important to us when considering future assignments for each employee. Please complete and return this form to the Temporary Employment office by faxing to 257-7464 or send the original via campus mail to: Temporary Employment, 103 Scovell Hall, 0064.

#### Rating Scale:

1 = Rarely Meets Expectations 2 = Sometimes Meets Expectations 3 = Meets Expectations  
4 = Occasionally Exceeds Expectations 5 = Consistently Exceeds Expectations

	1	2	3	4	5
1. Was the employee reliable?	<input type="checkbox"/>				
2. Did the employee call when late or absent?	<input type="checkbox"/>				
3. When assigned a task, was it completed promptly, efficiently, and correctly?	<input type="checkbox"/>				
4. Was appearance appropriate to dept.?	<input type="checkbox"/>				
5. Was conduct to co-workers, visitors, telephone callers, etc. appropriate?	<input type="checkbox"/>				
6. Attention to detail.	<input type="checkbox"/>				
7. Overall Quality of Work.	<input type="checkbox"/>				
8. Overall quantity of work.	<input type="checkbox"/>				
9. Would you re-employ this individual?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	
10. Would you recommend this employee for other assignments?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	

Additional Comments: \_\_\_\_\_

\_\_\_\_\_

Supervisor Signature: \_\_\_\_\_