

Macalester College
Performance Evaluation for Temporary Staff Employees

In order to help facilitate future placement of our temporary/casual employees, we ask you to complete the evaluation below.

_____ has been employed in our department from
 (dates) _____ through _____.

Please assist us in keeping performance records of temporary employees by rating the employee in the following areas by giving honest direct feedback.

	Needs Improvement	Met Requirements	Exceeds Requirements
Performance of overall job responsibilities	_____	_____	_____
Attention to Accuracy/Detail	_____	_____	_____
Ability to deal effectively with others	_____	_____	_____
Attendance	_____	_____	_____

Would you recommend the employee for other assignments at the College? Yes No

If not, why?

Other comments:

Supervisor Signature _____ Department _____
 Date _____

Please return the completed form to the Human Resources Department. Thank you for your feedback.

Cc: Employee File