

## Evaluation for Classified Temporary Employee

The following information will be helpful to us in considering a temporary employee for future assignments. Comments should focus on specific observed work performance. This information may also be provided to the employee as a tool to address work performance.

Temporary Employee's Name \_\_\_\_\_

Job Title \_\_\_\_\_ Department \_\_\_\_\_

Job Duties \_\_\_\_\_

\_\_\_\_\_

Attendance/Timeliness \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employee's Strengths \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employee's Weaknesses \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Any Outstanding Issues \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Would you recommend this employee for other temporary assignments?

\_\_\_\_\_

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