**Temporary Employment**

**End of Assignment Evaluation Form**

Employee Name:

BID #:

First Day Worked: Last Day Worked:

Department:

Supervisor:

**Reason:** [ ]  Assignment Ended [ ]  Employee Performance [ ]  Employee Resignation

**Notice Given by Employee:** [ ]  None [ ]  Oral [ ]  Written (if written, provide a copy)

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, as well as, Unemployment Claim processing. Please complete and return this form via email to: Tamika Nixon, Coordinator of Temporary Services at nixont14@ecu.edu in a timely manner.

**Rating Scale:**

**1 = Rarely Meets Expectations 2 = Meets Expectations 3 = Exceeds Expectations**

1. Was the employee reliable?

[ ]  **1** [ ]  **2** [ ]  **3**

1. Did the employee call when late or absent?

[ ]  **1** [ ]  **2** [ ]  **3**

1. When assigned a task, was it completed promptly, efficiently, and correctly?

[ ]  **1** [ ]  **2** [ ]  **3**

1. Was employee’s appearance appropriate to department?

[ ]  **1** [ ]  **2** [ ]  **3**

1. Was conduct to co-workers, visitors, telephone callers, etc. appropriate?

 [ ]  **1** [ ]  **2** [ ]  **3**

1. Attention to detail.

[ ]  **1** [ ]  **2** [ ]  **3**

1. Would you re-employ this individual? (**If no, please explain in additional comments**) [ ]  **Yes** [ ]  **No**
2. If the temporary employee flies for unemployment, will the department be willing to appeal the unemployment claim?

**☐ Yes ☐ No**

1. Would you recommend this employee for other assignments? (**if no, please explain in additional comments**)

 [ ]  **Yes** [ ]  **No**

**Additional Comments:**