

UNBC Casual Employee Appraisal Form

To be completed by the immediate supervisor of a casual employee when a casual assignment is in excess of five consecutive working days.

Casual Employee's Name:	Supervisor's Name:
Job Title:	Supervisor's Local:
Start Date:	Department:
End Date:	

Principal Duties Performed:

Assessment of Employee's Performance:

Productivity:	Excellent			Unsatisfactory	
Initiative	5	4	3	2	1
Planning/Organizational Skills	5	4	3	2	1
Adaptability	5	4	3	2	1
Attention to Details	5	4	3	2	1

Comments:

Ability to Work With Others:	Excellent			Unsatisfactory	
Interpersonal Skills	5	4	3	2	1
Customer Service	5	4	3	2	1
Written & Verbal Communication Skills	5	4	3	2	1

Comments:

Work Habits:	Excellent			Unsatisfactory	
Reliability	5	4	3	2	1
Accuracy	5	4	3	2	1
Asked questions when appropriate	5	4	3	2	1
Attendance/Punctual	5	4	3	2	1

Comments:

_____ Supervisor's Signature:	_____ Date:	_____ Employee's Signature:	_____ Date:
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Note To Supervisors: It is recommended that supervisors provide direct feedback to the casual employee on a timely basis, in order that they can adjust their performance when required.

Human Resources Use Only:

Action Taken: