Temporary/Transitional/Casual Employee Evaluation Template

	0 NEW Insufficient opportunity to observe behaviour	1 UNSATIS-FACTORY did not meet any expectations	2 ROOM FOR IMPROVE-MENT occasionally did not meet expectations	3 GOOD satisfactory performance, usually met expectations	4 STRONG skilled performance, exceeded some expectations	5 EXCELLENT outstanding performance, consistently exceeded all expectations
CORE COMPETENCIES						
Friendly, professional business communications						
Represents organization well at all times						
Maintains effective, harmonious working relationships						
Readily learns new skills						
Adapts well to change						
Able to concentrate in distracting, fast paced environments						
ENHANCED COMPETENCIES	0	1	2	3	4	5
Leadership Abilities; promotes enthusiasm, can direct others						
University Acumen: over-arching understanding of McMaster University						
Develops other people: Human Resource management						
Liaises well with other employees or departments						
Willing to train others						
Optimizes service relationships, internally or externally						
ADMINISTRATIVE	0	1	2	3	4	5
Plans and organizes work well						
Good time management skills						
Follows instructions thoroughly and accurately						
Accurate attention to detail						
Ensures timely completion of tasks						
Willing to ask for clarification or help where needed						
Awareness, compliance with Health & Safety policies						
Reliable, demonstrates accountability for work done						
JOB SPECIFIC TECHNICAL SKILLS (i.e. mechanical, mathematical, computer, second language)	0	1	2	3	4	5

Would you rehire this employee in the future?   YES _____   NO _____

Would you recommend this employee for rehire elsewhere at McMaster? YES___ NO ____

General comments on performance:

_____

_____

EMPLOYEE NAME: _____ ID NUMBER: _____

EMPLOYEE POSITION: _____ DEPARTMENT: _____

MANAGER NAME: _____ DATE: _____

MANAGER SIGNATURE: _____ (please submit within 2 weeks of termination)