Temporary Employment
End of Assignment Evaluation Form

Employee Name: ____________________________________________

BID #: _____________________________________________________

First Day Worked: ____________   Last Day Worked: ____________

Department: ________________________________________________

Supervisor: ________________________________________________

Reason: ☐ Assignment Ended   ☐ Employee Resignation   ☐ Employee Performance

Notice Given by Employee: ☐ Written   ☐ Oral   ☐ None

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. Please complete and return this form via email to: Tamika Nixon, Coordinator of Temporary Services at nixont14@ecu.edu.

Rating Scale:

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

1. Was the employee reliable?
   ☐ 1 ☐ 2 ☐ 3

2. Did the employee call when late or absent?
   ☐ 1 ☐ 2 ☐ 3

3. When assigned a task, was it completed promptly, efficiently, and correctly?
   ☐ 1 ☐ 2 ☐ 3

4. Was employee’s appearance appropriate to department?
   ☐ 1 ☐ 2 ☐ 3

5. Was conduct to co-workers, visitors, telephone callers, etc. appropriate?
   ☐ 1 ☐ 2 ☐ 3

6. Attention to detail.
   ☐ 1 ☐ 2 ☐ 3

7. Would you re-employ this individual? (If no, please explain in additional comments)
   ☐ Yes ☐ No

8. Would you recommend this employee for other assignments? (if no, please explain in additional comments)
   ☐ Yes ☐ No

Additional Comments: