NAVAJO TECHNICAL UNIVERSITY Employee Evaluation Form for Temporary Staff

Employee:		,	Title:			
Supervisor:		,	Title:			
Evaluation Period	From:	,	Го:			
Evaluation Type:	Temporary Employee					
Point Rating Scale: 5=Excellent	4=Above Average 3:	=Average 2=	Below Ave	erage 1	=Unsatisfactory	
Standard				Score (L	eave Blank if Not Applicable)	
1. Knowledge of job	o-related field(s)					
2. Application of job knowledge						
3. Systematic and timely solution to problems						
4. Decisions are made on a timely basis.						
5. Monitors the prog	gress of assignments and follo	ow-up				
6. Level of productivity						
7. Neatness and accuracy of work						
8. Accepts and carries out assignments						
9. Communicates w	ith personnel on program cha	unges				
10. Meets budget expectations						
11. Persistent and trustworthy						
12. Organizes and uses time effectively						
13. Works effectively without close supervision						
14. Energy level and enthusiasm						
15. Works effectively and cooperatively with others						
16. Effective listening skills						
17. Communicates clearly and concisely						
18. Adjusts to changes in job scope and responsibility						
19. Guides and motivates staff under his/her charge						
20. Has gained the s	kills and knowledge of the jo	ob				
21.						
22.						
23.						
24.	-					
25.						
		Avo	erage Scor	e		

Supervisor's Comments

Areas for Improvement or Development, and Timeline: Recommendations: Supervisor/Evaluator Signature:	Eurolaus de Maion Channotha.	
Recommendations: Supervisor/Evaluator Signature: Date: Comments from Employee: Employee Signature: Date: Comments from Dean or Department Head: Dean/Dept. Head Signature: Date: Comments from Human Resources Director:	Employee's Major Strengths:	
Recommendations: Supervisor/Evaluator Signature: Date: Comments from Employee: Employee Signature: Date: Comments from Dean or Department Head: Dean/Dept. Head Signature: Date: Comments from Human Resources Director:		
Recommendations: Supervisor/Evaluator Signature: Date: Comments from Employee: Employee Signature: Date: Comments from Dean or Department Head: Dean/Dept. Head Signature: Date: Comments from Human Resources Director:		
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Supervisor/Evaluator Signature:	Areas for Improvement or Development, and Timeline:	
Supervisor/Evaluator Signature:		
Supervisor/Evaluator Signature:		
Supervisor/Evaluator Signature:		
Comments from Employee: Employee Signature:	Recommendations:	
Comments from Employee: Employee Signature:		
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Comments from Employee: Employee Signature:		
Comments from Employee: Employee Signature:	Supervisor/Evaluator Signatura	Data
Employee Signature:	Supervisor/Evaluator Signature.	Date
Employee Signature:	Comments from Employee:	
Comments from Dean or Department Head: Dean/Dept. Head Signature:		
Comments from Dean or Department Head: Dean/Dept. Head Signature:		
Comments from Dean or Department Head: Dean/Dept. Head Signature:		
Comments from Dean or Department Head: Dean/Dept. Head Signature:		
Comments from Dean or Department Head: Dean/Dept. Head Signature:	Employee Signature:	Date:
Dean/Dept. Head Signature:		
Dean/Dept. Head Signature:Date:		
Comments from Human Resources Director:	Comments from Dean or Department Head:	
Comments from Human Resources Director:		
Comments from Human Resources Director:		
Comments from Human Resources Director:		
Comments from Human Resources Director:		
	Dean/Dept. Head Signature:	Date:
	Comments from Human Resources Directors	
Human Dagamas Director Signature	Comments from Human Resources Director.	
Human Dagamas Dinata Simatum		
Human Dagangas Digastag Cignatura.		
Human Dagangas Digastag Circatura.		
	Human Resources Director Signature	Date