

NAVAJO TECHNICAL UNIVERSITY
Employee Evaluation Form for Temporary Staff

Employee: _____ Title: _____
 Supervisor: _____ Title: _____
Evaluation Period From: _____ To: _____
 Evaluation Type: Temporary Employee

Point Rating Scale:

5=Excellent 4=Above Average 3=Average 2=Below Average 1=Unsatisfactory

Standard	Score (Leave Blank if Not Applicable)
1. Knowledge of job-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 progress of assignments and follow-up	
6. Level of productivity	
7. Neatness and accuracy of work	
8. Accepts and carries out assignments	
9. Communicates with personnel on program changes	
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 skills and knowledge of the job	
21.	
22.	
23.	
24.	
25.	
Average Score	

Supervisor's Comments

Employee's Major Strengths:

Areas for Improvement or Development, and Timeline:

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:

Human Resources Director Signature: _____ Date: _____