

# PART-TIME EMPLOYEE EVALUATION

Employee Name: \_\_\_\_\_ Red ID #: \_\_\_\_\_

Home Department Name: \_\_\_\_\_ Home Department No: \_\_\_\_\_

## EVALUATION RATINGS

- E: Exceeds Expectations** – Performance and/or conduct continually exceed core requirements of the position.
- M: Meets Expectations** – Performance and/or conduct routinely satisfies core position requirements, objectives & expectations.
- N: Needs Improvement** – Performance and/or conduct often fail to satisfy core requirements of the position indicated by inability/unwillingness to meet core requirements.
- U: Unacceptable** – Performance and/or conduct demonstrates either a disregard or an inability for position standards.

	<b>E</b> Exceeds Expectations	<b>M</b> Meets Expectations	<b>N</b> Needs Improvement	<b>U</b> Unacceptable
<b>ALERTNESS &amp; JUDGEMENT</b> Adaptability, maturity, logical responses, professionalism, appearance, focus				
<b>ATTITUDE &amp; INTEREST</b> Job insight, friendliness, effective relations with others, customer service, team player				
<b>INITIATIVE</b> Ability to see jobs without being told, creativity				
<b>RELIABILITY</b> Punctuality, dependability, consistently meets standards, attendance				
<b>SKILL</b> Ability and knowledge of work tasks, quality of finished work				

Employee recommended for pay raise  YES  NO

Additional Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

To assist the employee in their professional development, it may be necessary to provide additional feedback on a separate sheet.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager/Director Signature

\_\_\_\_\_  
Date