

# PART-TIME EMPLOYEE EVALUATION

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

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

## EVALUATION RATINGS

**E: Exceptional Work** — This rating indicates the employee's work has been characterized by either (1) sustained performance that is well above what is expected for success, or, (2) significant contributions that had a positive impact. A rating in this category clearly represents **high quality results** in performing the duties reflected in the job description.

**S: Successful Work** — This rating indicates the employee's work has been characterized by consistent and successful efforts to complete high quality assignments, continually improving performance and consistently meeting deadlines. A rating in this category represents an employee who **"gets the job done"** based on the duties detailed in the job description.

**C: Continued Development Required:** — This rating indicates the employee's work has been characterized by a need for further growth, training or experience. A rating in this category is not representative of unacceptable work, but rather identifies an area that **requires more focused attention**. This category could also apply to an employee taking on new tasks or responsibilities. With support from the supervisor, the employee is expected to make on-going improvement towards a successful outcome in performing the duties detailed in the job description.

**U: Unacceptable Work** — A rating in this category indicates the employee has **failed to perform work at the necessary level** and that previous attempts to correct the problems have failed. The employee must correct the problems that have been identified by the supervisor.

	<b>E</b> Exceptional Work	<b>S</b> Successful Work	<b>C</b> Continued Development Required	<b>U</b> Unacceptable Work
<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