



Human Resources
910 Madison Ave, Suite 722
Memphis, TN 38163
Tel: (901) 448-5600 Fax: (901) 448-5170

TEMPORARY POOL EMPLOYEE EVALUATION FORM

Name of Temp Employee: _____

Temp Employees Job Title: _____ Department: _____

Supervisor: _____ Period Covered: _____

How would you rate this employee's performance? (circle one)

5=Outstanding 4=Commendable 3=Effective 2=Needs Improvement 1=Unsatisfactory

A. Quality of Work	1	2	3	4	5
B. Takes Direction Well	1	2	3	4	5
C. Attendance	1	2	3	4	5
D. Initiative	1	2	3	4	5
E. Interpersonal Skills	1	2	3	4	5
F. Technical Skills	1	2	3	4	5
G. Ability to work with fellow co-workers	1	2	3	4	5
H. Ability to handle the public	1	2	3	4	5

Would you re-hire this person? YES NO

Additional Comments:

Evaluated By: _____

Date of Evaluation: _____

Return this form to the University Human Resource Office or fax to 901-448-5170