



UTemp (formerly The Temporary Source) **EMPLOYEE EVALUATION FORM** UNIVERSITY OF TORONTO

In order for UTemp to continue to provide qualified temporary staff, we ask our clients to take a few minutes to complete the employee evaluation below. Your evaluation is given careful consideration and kept in the strictest confidence. All results are noted on the employee's files for future reference. Your honest input is valued. Please feel free to submit this evaluation at any time during or after the assignment. Once completed, please fax the form back to us; cover sheet is not necessary.

EMPLOYEE NAME _____ **DEPARTMENT** _____
ASSIGNMENT LENGTH _____ **JOB LOCATION** _____

How well were the assigned duties carried out? Please circle the appropriate number

typing	Poor	1	2	3	4	5	Excellent
filing	Poor	1	2	3	4	5	Excellent
telephone	Poor	1	2	3	4	5	Excellent
mail	Poor	1	2	3	4	5	Excellent
bookkeeping	Poor	1	2	3	4	5	Excellent
clerical	Poor	1	2	3	4	5	Excellent
organizational skills	Poor	1	2	3	4	5	Excellent
interpersonal skills	Poor	1	2	3	4	5	Excellent
other (specify) _____	Poor	1	2	3	4	5	Excellent
other (specify) _____	Poor	1	2	3	4	5	Excellent

How well did he/she follow instructions?
Not well 1 2 3 4 5 Extremely well

How well did he/she comprehend instructions?
Not well 1 2 3 4 5 Extremely well

How would you rate his/her attitude toward the work?
Not well 1 2 3 4 5 Extremely well

Was he/she pleasant and courteous at all times?
Never 1 2 3 4 5 Exceptional

How well did he/she get along with other staff members?
Not at all 1 2 3 4 5 Always

How would you rate his/her overall performance?
Poor 1 2 3 4 5 Exceptional

Would you have this person return to your office for another assignment?
Yes No

Any additional comments or suggestions are welcome

DATE: _____ **SIGNATURE:** _____
PRINT NAME: _____