

BCTemp Performance Evaluation Form

Name of BCTemp: _____

Work description: _____

Please rate the BCTemp's computer skills:	Poor Excellent						
		1	2	3	4	5	N/A
IBM/PC							
Macintosh							
MSWord							
Excel							
Filemaker Pro							
E-mail							
Pagemaker							
HTML							
Internet							
Other (specify): _____							
Overall Computer Skills							

Please rate the BCTemp for the following:	Poor			Excellent			
	1	2	3	4	5	N/A	
Attendance							
Punctuality							
Interpersonal Skills (with co-workers)							
Customer Service Skills							
Ability to follow instructions							
Adaptability/Flexibility							
Telephone Skills							
Communication Skills							
Overall Assessment							

In what areas does this BCTemp need improvement?

Would you request this temporary employee for another temporary assignment? ___Yes ___No

Supervisor's Signature: _____ Date: _____

Thank you for completing this evaluation and helping us to maintain a high standard of temporary workers for the university. Please return this completed form to the BC Temp Pool Administrator, More Hall 315.