



# Employee Performance Review

Company Name: \_\_\_\_\_ Contact: \_\_\_\_\_

Temporary Employee: \_\_\_\_\_ Review Period: \_\_\_\_\_ to \_\_\_\_\_

To assist us with providing admirable customer service, we encourage you to complete our Employee Performance Review on our temporary employee. Your feedback is greatly appreciated.

Upon completion please fax back to (281) 367-5702 along with the employee's timesheet.

<b>Ratings</b>	
<i>Please circle the applicable number of stars for each category.</i>	
★ - Unsatisfactory	★★ - Needs Improvement
★★★ - Satisfactory	★★★★ - Superior
<b>Attendance:</b> <i>Present and available for work when scheduled.</i>	★ ★ ★ ★
<b>Appearance:</b> <i>Dressed appropriately and suitable for the working conditions.</i>	★ ★ ★ ★
<b>Work Ethic:</b> <i>Assumes responsibility for job requirements, policies and procedures.</i>	★ ★ ★ ★
<b>Work Quality:</b> <i>Work is consistent and completes assignments promptly.</i>	★ ★ ★ ★
<b>Attitude:</b> <i>Cooperative, willing, and exemplifies team-oriented outlook.</i>	★ ★ ★ ★
<b>Overall Performance</b>	★ ★ ★ ★

Additional Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Thank you for completing this evaluation to help us better serve you.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date