

ADVANCE TEMPORARY SERVICES, INC.

An integral part of our Program for Employee Relations and Customer Service (PERCS) is the Assignment Merit Evaluation. This evaluation is used to monitor the performance of our employee on assignment for you. In addition, this evaluation is used to consider employees for pay increases, promotions, training and targeting areas for improvement. Please take a moment to fill out this evaluation. Your candor and honesty will provide us with the continuing guidance that we need to increase the level and quality of service that our company offers. Many thanks for your time and help.

Assignment Merit Evaluation

Please rate the employee in each of the categories below. Check your response.

Employee Name:
Job Title:

Start Date:

Quality of work	100 95 90 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <i>virtually no errors</i>	85 80 <input type="checkbox"/> <input type="checkbox"/> <i>minimal errors</i>	75 70 <input type="checkbox"/> <input type="checkbox"/> <i>passable</i>	65 60 <input type="checkbox"/> <input type="checkbox"/> <i>careless</i>
Dependability	100 95 90 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <i>needs no supervision</i>	85 80 <input type="checkbox"/> <input type="checkbox"/> <i>minimal supervision</i>	75 70 <input type="checkbox"/> <input type="checkbox"/> <i>needs average supervision</i>	65 60 <input type="checkbox"/> <input type="checkbox"/> <i>needs constant supervision</i>
Attendance	100 95 90 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <i>never absent or tardy</i>	85 80 <input type="checkbox"/> <input type="checkbox"/> <i>seldom absent or tardy</i>	75 70 <input type="checkbox"/> <input type="checkbox"/> <i>marginal attendance</i>	65 60 <input type="checkbox"/> <input type="checkbox"/> <i>unacceptable attendance</i>
Cooperation/Teamwork	100 95 90 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <i>highly cooperative excellent teamwork</i>	85 80 <input type="checkbox"/> <input type="checkbox"/> <i>good participation with others</i>	75 70 <input type="checkbox"/> <input type="checkbox"/> <i>satisfactory participation</i>	65 60 <input type="checkbox"/> <input type="checkbox"/> <i>fails to recognize cooperative role</i>
Quantity/Productivity	100 95 90 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <i>always exceeds production requirements</i>	85 80 <input type="checkbox"/> <input type="checkbox"/> <i>meets or exceeds production requirements</i>	75 70 <input type="checkbox"/> <input type="checkbox"/> <i>meets only minimal production requirements</i>	65 60 <input type="checkbox"/> <input type="checkbox"/> <i>below requirements</i>
Initiative	100 95 90 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <i>actively seeks new responsibilities and tasks</i>	85 80 <input type="checkbox"/> <input type="checkbox"/> <i>generally assumes new responsibilities and tasks</i>	75 70 <input type="checkbox"/> <input type="checkbox"/> <i>resistant to new responsibilities and tasks</i>	65 60 <input type="checkbox"/> <input type="checkbox"/> <i>refuses new responsibilities and tasks</i>
Personality	100 95 90 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <i>exceptional well-liked</i>	85 80 <input type="checkbox"/> <input type="checkbox"/> <i>seldom has disputes with others</i>	75 70 <input type="checkbox"/> <input type="checkbox"/> <i>frequent misunderstandings with fellow workers</i>	65 60 <input type="checkbox"/> <input type="checkbox"/> <i>disliked by fellow workers</i>

Do this employee's qualifications match your job requirements?

Yes No

Please feel free to comment on
Any employee strengths and/or
Weaknesses

Appraiser name and date
