



East Bay Regional Park District

Temporary & Seasonal Employee Performance Appraisal Form

Instructions

1. Complete this form only if the temporary or seasonal (other than Lifeguards) employee has worked at EBRPD for at least three months or 200 hours.
2. Please specify each rating as one of the following:

Rating	Defined As
O	Outstanding
A	Above Standard
S	Satisfactory
I	Improvement needed
U	Unsatisfactory
N/A	Not Applicable

3. Please provide comments and details as part of the rating.
4. Please complete the backside of the second sheet as requested.
5. Review the ratings with the temporary or seasonal employee after the rating has been completed.
6. Please sign, date, and return to the Human Resource Division.
7. To assist you in evaluating the employee's performance, an "Employee Performance Appraisal Guide" has been prepared. The guide contains supplemental questions under each of the performance dimensions. While this guide was prepared for the longer "Employee Performance Appraisal" document, it may be utilized with this shorter form. It is located on the "P" drive: Human Resources/Employee Performance Appraisal/Performance Appraisal Guide.



East Bay Regional Park District

Temporary & Seasonal Employee Performance Appraisal Form

Employee Name: _____ Job Title: _____

Evaluator Name: _____ Job Title: _____

Time Period Evaluated: _____ Total Hours Worked: _____

Specify each rating as: **O** = Outstanding, **A** = Above Standard, **S** = Satisfactory, **I** = Improvement Needed, **U** = Unsatisfactory

Note: If a particular criteria is not applicable, mark "N/A". Make sure to include comments.

Criteria	Rating	Comments
WORK HABITS: Complying with rules and regulations, punctuality, attendance, observing safety rules, use of time, appearance, understanding District procedures		
JOB PERFORMANCE: Job knowledge, decision making ability, performing under pressure, ability to perform multi-tasks, exercise initiative, resourcefulness, priority setting		
QUALITY OF WORK: Accuracy of accomplishments, neatness and clarity of prepared work, performance in a special project, written communication skills, verbal communication skills, attention to detail, maintenance qualities, equipment management, resource management		
QUANTITY OF WORK: Completing daily assignments, producing the scheduled amount of work, timeliness of completing tasks and assignments		
ADAPTABILITY: Accepting change, accepting constructive criticism, creating innovative solutions, teamwork and collaboration, supporting management's plans and directions		
CUSTOMER SERVICE: Courtesy to customers/public, problem identification, problem resolution, public relations, inter-departmental rapport, fairness/tolerance, tact and diplomacy		
PERSONAL DEVELOPMENT: Interest and effort to improve job skills, attending classes and work related programs, finds ways to improve efficiency		
OVERALL RATING: Overall evaluation of the employee		

Would you consider this employee eligible for rehire? Yes No Explain conditions for rehire:

On the back of this sheet, please provide a brief narrative identifying 1) employee's strength, 2) areas needing improvement, and 3) other comments pertaining to overall performance. If the employee is an intern, please indicate if work assigned was completed successfully within the time period allocated.

1) Please identify the employee's strengths:

2) Please identify the areas needing improvement pertaining to the employee:

3) Other Comments:

Signature of Evaluator: _____ Date: _____

Signature of Employee: _____ Date: _____

_____ I disagree with conclusions of the evaluator, and request a meeting with the supervisor of the evaluator.