



EVALUATION OF TEMPORARY EMPLOYEE

Evaluation is to be done 1 month prior to Contract end

Employee Name		Contract starts	
Position		Contract ends	
Employee Number (NIP)		Division/Business Unit	
Department		Campus	

EVALUATION DURING YEAR-1 CONTRACT

Please put the score with range of 1-10 (do not checklist).

No.	Evaluation Factor	10-9	8-7	6-5	4-3	2-1
1	Job Knowledge and Skills					
2	Job Quality					
3	Job Quantity					
4	Relations and Team Work					
5	Proactive on the Job					
6	Work Attendance					
7	Work Discipline / Compliance					
8	Work Responsibility					
9	Awareness of Cleanliness, Tidiness, Care & Work Safety					
10	Work Interest					
Score Total						

Scoring System :

Excellent	91 - 100
Ready for Year-2 Contract	81 - 90
<input type="checkbox"/> Score \geq 81 recommended to be extended to Year-2 contract. <input type="checkbox"/> Score \leq 80 not recommended to be extended to Year-2 contract.	

Evaluated by, Direct Supervisor Name: Position:	Confirmed by, Head/Dean/Dir.UGP/Dir.PGP/Dir.GA Name: Position:
Acknowledged by, Human Resource Dept. Name: Position:	Approved by, CEO of LSPR/ Chairman of YPPS Name: Position:

Remarks :