



Performance Appraisal Form for Per Diem & Seasonal Employees

Name:	Department:	Per Diem <input type="checkbox"/>		
Job Title:	Supervisor:	Seasonal Employee <input type="checkbox"/>		
<i>Instructions: This Performance Appraisal form is to be used for Per Diem and Seasonal Employees. The completed form should be reviewed with the employee, and then sent to Human Resources to be maintained in the Employee's File.</i>				
Codes: EE – Exceed Expectations, ME – Meets Expectations, DN – Development Needed. Place an X in each column under the appropriate rating. Shaded areas are for those in supervisory roles only.				
Review Area	EX	ME	DN	Comments
Commitment to the Molloy University Mission				
Quality of Work				
Commitment/Dependability				
Community Participation/Teamwork				
Interpersonal Skills				
Organization and Planning				
Tech Skills				
Job Knowledge				
Communication				
Management				
Leadership				
Training and Development				
Date of Review:			Reviewed By:	
Employee Signature:			Reviewers Signature:	
Comment:				