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[**Microsoft Word Performance Review Templates: 10 Great Templates You NEED to See!**](https://teamflect.com/blog/performance-management/microsoft-word-performance-review-template)

**Part-time Employee Evaluation Template**

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| **Part-time Employee Evaluation Template** | | | | | |
| **Adele Vance:** Reviewee |  | | **Reviewer:** Miriam Graham **Review Period:**  **Self-review submitted on:  Review Due: Finalize Due:** | | |
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| These open-ended questions are designed to evaluate various aspects of part-time employee performance, providing valuable insights that support both individual development and team success. Covering key areas such as time management, work quality, adaptability, and communication, these questions aim to deliver meaningful feedback while identifying areas for growth and improvement. | | | | | |
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| **1. Quality & Efficiency of Work** | | | | | |
| **Q1:** How do you ensure the accuracy and quality of your work? | | | | | |
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| **Adele's answers** | | | | **Miriam's answers** | |
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| **Q2:** How do you approach tasks that require a high level of attention to detail? | | | | | |
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| **Q3:** What methods do you use to improve the quality of your work when receiving feedback? | | | | | |
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| **Q4:** How do you prioritize tasks when faced with multiple responsibilities? | | | | | |
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| **Q5:** How do you manage your time to complete tasks within the given deadlines? | | | | | |
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| **2. Communication and Teamwork** | | | | | |
| **Q1:** How do you communicate with team members and supervisors to keep everyone informed of your progress? | | | | | |
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| **Adele's answers** | | | | **Miriam's answers** | |
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| **Q2:** How do you handle communication when there are misunderstandings or conflicts? | | | | | |
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| **Q3:** How do you provide feedback or contribute ideas in team discussions? | | | | | |
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| **Q4:** How do you collaborate with your team to complete group tasks or projects? | | | | | |
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| **Q5:** How do you offer support to other team members when needed? | | | | | |
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| **4. Adaptability** | | | | | |
| **Q1:** How do you adjust when there are changes in your tasks or schedule? | | | | | |
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| **Adele's answers** | | | | **Miriam's answers** | |
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| **Q2:** How do you handle new challenges or unfamiliar situations at work? | | | | | |
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| **Q3:** What steps do you take to remain flexible and adaptable in a fast-paced environment? | | | | | |
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| **Adele's answers** | | | | **Miriam's answers** | |
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| **5. Customer Service** | | | | | |
| **Q1:** How do you ensure customer satisfaction when interacting with clients? | | | | | |
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| **Q2:** How do you handle customer complaints or difficult situations? | | | | | |
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| **Q3:** What would you suggest to improve the overall IT support process within the team? | | | | | |
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| **Adele's answers** | | | | **Miriam's answers** | |
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| **6. Goals and Development** | | | | | |
| **Q1:** What short-term goals would you like to set for yourself in the next evaluation period? | | | | | |
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| **Adele's answers** | | | | **Miriam's answers** | |
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| **Q2:** What skills or areas would you like to improve or develop further? | | | | | |
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| **Q3:** How can the company support you in achieving these goals? | | | | | |
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| **Rating of this Staff (Miriam's answers) (Between 1-10)** | | | | | |
|  | **Rating** |  | **Weighted Average** | | |
| **Cultural fit** | 6.5 |  | 7.125 | | |
| **Goal progress** | 8 |  |
| **Quality of work** | 7 |  |
| **Communication** | 7 |  |
| **Overall Comments** | | | | | |
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| **Staff Signature** |  | | **Reviewer Signature** |  | **Date** |