

61ST Street Service Corporation

16 East 60th Street
New York, NY 10022
(212) 326-3309

EMPLOYEE CHECK LIST

APPLICANT'S NAME _____ POSITION HELD _____

ORGANIZATION _____ CONTACT NAME _____

CONTACT TELEPHONE # _____ TITLE _____

RELATION TO APPLICANT (CIRCLE ONE) SUPERVISOR CO-WORKER FRIEND OTHER

EVALUATION

DATES OF EMPLOYMENT _____

| <u>EVALUATION RATING</u> | EXCEPTIONAL | ABOVE AVERAGE | AVERAGE | MARGINAL | POOR |
|--------------------------|-------------|---------------|---------|----------|-------|
| JOB PERFORMANCE | _____ | _____ | _____ | _____ | _____ |
| JOB SKILLS | _____ | _____ | _____ | _____ | _____ |
| TEAM WORK | _____ | _____ | _____ | _____ | _____ |
| PEERS | _____ | _____ | _____ | _____ | _____ |
| SUPERIORS | _____ | _____ | _____ | _____ | _____ |
| SUBORDINATES | _____ | _____ | _____ | _____ | _____ |
| JUDGEMENT | _____ | _____ | _____ | _____ | _____ |
| RELIABILITY | _____ | _____ | _____ | _____ | _____ |
| ATTENDANCE | _____ | _____ | _____ | _____ | _____ |

ADDITIONAL COMMENTS: _____

WOULD YOU REHIRE: YES NO If no, does company policy prohibit this practice? _____

WOULD YOU RECOMMEND FOR EMPLOYMENT? _____

SIGNATURE _____ DATE _____