Sanco Work Assessment

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Referral Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Case #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Completion Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Days on Job: \_\_\_\_\_\_\_\_\_\_ # Absences / Tardy \_\_\_\_\_\_\_\_\_\_\_\_\_ Rated By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Description | Never | Sometimes | All the time | N/A | Comments: |
| On Time |  |  |  |  |  |
| Calls When Sick / Late |  |  |  |  |  |
| Good Hygiene |  |  |  |  |  |
| Social With Co-Workers |  |  |  |  |  |
| Maintains Eye Contact |  |  |  |  |  |
| Appropriate Response |  |  |  |  |  |
| Responds to Praise |  |  |  |  |  |
| Handy with Tools |  |  |  |  |  |
| Stays Busy |  |  |  |  |  |
| Uses Time Clock Correctly |  |  |  |  |  |
| Follows Instructions |  |  |  |  |  |
| Capable of Production |  |  |  |  |  |
| Good Quality on Parts |  |  |  |  |  |
| Asks for Help When Needed |  |  |  |  |  |
| Returns from Break Promptly |  |  |  |  |  |
| Follows Safety Protocols |  |  |  |  |  |
| Accepts Assignments Readily |  |  |  |  |  |

Worker Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Rater Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Worker Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Rater Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_