

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 _____

EVALUATION RATING 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 _____