



5800 Monroe Street, Suite D ♦ Sylvania, Ohio 43560 ♦ (419) 885-2151 ♦ Fax (419) 885-7074

Date: \_\_\_\_\_

Company: \_\_\_\_\_

Dear: \_\_\_\_\_

We at Phoenix Services continually aspire to maintain the highest standards of achievement in the temporary employees we furnish to you. However, to be completely effective we need to be informed as to how well these standards carry over to actual job performance. Please be entirely candid, all your observations will be held in total confidence. Please help us to help you.

Employee \_\_\_\_\_

Dates Worked \_\_\_\_\_

Quality of work	Excel <input type="checkbox"/>	Good <input type="checkbox"/>	Fair <input type="checkbox"/>	Poor <input type="checkbox"/>
Quantity of work	Excel <input type="checkbox"/>	Good <input type="checkbox"/>	Fair <input type="checkbox"/>	Poor <input type="checkbox"/>
Ability to work w/ others	Excel <input type="checkbox"/>	Good <input type="checkbox"/>	Fair <input type="checkbox"/>	Poor <input type="checkbox"/>
Ability to Follow Instructions	Excel <input type="checkbox"/>	Good <input type="checkbox"/>	Fair <input type="checkbox"/>	Poor <input type="checkbox"/>
Attitude	Excel <input type="checkbox"/>	Good <input type="checkbox"/>	Fair <input type="checkbox"/>	Poor <input type="checkbox"/>
Punctuality	Excel <input type="checkbox"/>	Good <input type="checkbox"/>	Fair <input type="checkbox"/>	Poor <input type="checkbox"/>
Appearance	Excel <input type="checkbox"/>	Good <input type="checkbox"/>	Fair <input type="checkbox"/>	Poor <input type="checkbox"/>

Additional comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Could we send this employee to you on future assignments?      Yes       No

Thank You! A postage paid envelope is enclosed for returning this form. Your prompt reply will be greatly appreciated.