

The 77th day employee assessment tool

Employees name:	
Contract start date:	
90-day trial end date:	

WORK ABSENCES

	Days absent		Yearly average	Absences acceptable?
Sick or caring for dependants		X4		
Bereavement		X4		
Other unplanned		X4		

WORK READINESS

	Yes/No	Comments
Able to get to work on time?		
Wore or used correct gear supplied?		
Is a self-starter who requires little prompting?		

TASK CAPABLE

	Yes/No/Developing	Comments
Shows an understanding of work expectations?		
Works diligently to keep site clear and safe?		
Has followed instructions and understands how to mix mortar?		
Has shown that they can operate hand tools capably?		
Shows capability when manually handling masonry products?		
Shows self-awareness of Health and Safety requirements?		

WORKS AS A TEAM

	Yes/No/Developing	Comments
Communicates and interacts respectfully with others?		
Identifies when help is needed and requests it?		
Asks questions when unsure?		
Listens and follows instructions?		