

AUSTOUCH Staff Evaluation

Staff member (Please Print): _____ Centre Manager (please Print): _____

Attendance

Y – Arrived on time

A – Did not attend

L – Arrived late

N – Gave notice of non attendance

Training	Orientation	Wk 1	Wk 2	Wk 3	Wk 4	Wk 5	Wk 6

Was the staff member presentable (including full uniform) at all times?

Did you receive any complaints about the above staff member?

Did you have any problems with the above staff member?

Were you required to counsel the above staff member (attach documentation)?

How did the staff member respond to the counselling?

Demonstrated a willingness and capacity to improve

No improvement

How would you rate the attitude of the above staff member?

Poor – Rarely enthusiastic or motivated

Good – Sometimes enthusiastic and motivated

Excellent – Always enthusiastic and motivated

How would you rate the performance of the above staff member?

Poor – Rarely showed initiative, constantly needed assistance with instruction

Good – Showed initiative at times, rarely needed assistance with instruction

Excellent – Constantly showed initiative, didn't need assistance with instruction

Additional comments
