

**GILES CHEMICAL ~ PREMIER MAGNESIA****Company Form**Title: **Training Assessment – Custodial Staff**Number: **R17-FM-100-199**Owner: **Charles Huggins**Revision: **00**Effective Date: **08/11/2017**Page: **1 of 1**

Name:

Date:

Shift:

Supervisor:

Trainer:

Custodial Staff Assessment	Initial Training		Employee Competent		Retraining	
	Date	Trainer	Yes	NO	Date	Trainer
Attendance is acceptable						
Properly Cleans assigned areas						
Properly reports any issues in a timely manner						
Completes all assigned tasks within designated time frame						
Works well with minimal supervision						
Able to fill in as a packer/stacker if work is caught up or if production requirements deem necessary						
Interpersonal Skills						
Good Written and Verbal Skills						
Leads by example						
Takes responsibility for their area						
Is a Team Player						
Fills out paperwork neatly and correctly						
Looks for areas of improvement						
Comments						

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