AGENDA FOR STAFF MEETINGS

New or updated people that are marketable. :

Old Job Orders:

New Job Orders:

Clients Contacts:

Payroll Problems:

Contacts:

Clients visited:

Clients to contact:

WEEKLY MARKETING PLAN

WK ENDING_____

CONTACTS MADE THIS WEEK:

SERVICE CALLS:

TARGET ACCOUNTS FOR NEXT WEEK:

WEEKLY ACTION PLAN (INSIDE PERSONNEL)

O/S SERVICE CALLS (Customers Currently Being Served)

1.
2.
3.
4.
5.

REF REFERENCE CHECKS (From Target List or Cheat Sheet)

1.
2.
3.
4.
5.
6.
7.

CC LOST CUSTOMER CALLS (A/C'S Inactive for 6 Months)

1.
2.
3.
4.

RC RECRUITING CALLS

1.
2.
3.

PERSONNEL PLUS DAILY ORDER LOG

DATE	COMPANY	# OF EMPLOYEES	TYPE OF SKILL	DATE/TIME REQ'D	DATE/TIME FILLED	COMMENTS

REP.:_____ DAILY SALES CALLS DATE:___/___/_____

COMPANY NAME	ADDRESS	CONTACT	COMENTS
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			

AGENDA FOR STAFF MEETINGS

Date:_____

Unfilled Job Orders:

New Job Orders:

Client Contacts:

Payroll Problems:

Competition Update:

Marketing Opportunities:

Recruiting Required:

Other Issues:

PERSONNEL PLUS

YOUR TOTAL STAFFING SOLUTION

Customer Satisfaction Survey

Please provide us with the following information:

Your name: _____

Your company name: _____

Your phone number: _____

Your e-mail address: _____

Tell us about the performance of our employee:

Employee Name: _____

Quality of work:	Unacceptable	Needs Improvement	Satisfactory	Good	Excellent
Ability to learn the job:	Unacceptable	Needs Improvement	Satisfactory	Good	Excellent
Accuracy in job duties:	Unacceptable	Needs Improvement	Satisfactory	Good	Excellent
Pace of productivity:	Unacceptable	Needs Improvement	Satisfactory	Good	Excellent
Punctuality and reliability:	Unacceptable	Needs Improvement	Satisfactory	Good	Excellent
Compatibility with others:	Unacceptable	Needs Improvement	Satisfactory	Good	Excellent

Additional Comments on the employee:

Tell us about your Personnel Plus Staffing Consultant:

How long did it take to fill your job order?: More than 4 days | 2-3 days | Same day | Immediately

Sent the right person for the job: Unacceptable | Needs Improvement | Satisfactory | Good | Excellent

Made timely and consistent follow-ups: Unacceptable | Needs Improvement | Satisfactory | Good | Excellent

Handled all aspects of service with professionalism: Unacceptable | Needs Improvement | Satisfactory | Good | Excellent

Would you use our service again? Yes No

Your contact person at Personnel Plus?

Please give us your overall rating and comments about the service you received from Personnel Plus:

This survey will go directly to Tony Mayer, President of Personnel Plus.
Would you like him to contact you?

Yes No

Send Comments | Reset this form

ASSOCIATE WORK HISTORY

TEMP CO.	ASSOCIATE	CLIENT CO.	JOB	SUPERVISOR	PAY

TEN LARGEST EMPLOYERS IN YOUR MARKET

1._____ 6._____
2._____ 7._____
3._____ 8._____
4._____ 9._____
5._____ 10._____

TEN LARGEST (BY $'S BILLED) CUSTOMERS OF YOUR OFFICE

1._____ 6._____
2._____ 7._____
3._____ 8._____
4._____ 9._____
5._____ 10._____

YOUR LARGEST COMPETITORS

Temporary Division

1._____ 1._____ 1._____
2._____ 2._____ 2._____
3._____ 3._____ 3._____

COMPETITIVE ADVANTAGE(s) OF YOUR OFFICE

THIS YEARS GOALS FOR YOUR OFFICE

OFFICE ALL TIME HIGH RECORDS

- Temp_____hours _____week-ending date
- _____ _____
- _____ _____

PRESENT MARKETING PROGRAM

TOP TEN PROSPECTS

COMPANY	ADDRESS	PHONE	CONTACT	COMMENTS

Employee Name:_____ **Date:**_____

Marketing Status Report: (Marketing plans for day, # of contacts, # of proposals, # of customer service checks/calls, # of orders)

Marketing Plans:

_____
_____
_____
_____
_____

Contacts:

_____
_____
_____
_____
_____

Customer Service Calls:

_____
_____
_____
_____
_____
_____
_____

Proposals:_____
_____
_____
_____
_____
_____

# of Orders:

_____
_____
_____
_____
_____

Other:_____
_____
_____
_____
_____
_____

REP.:_____ DAILY SALES CALLS DATE:___/___/_____

COMPANY NAME	ADDRESS	CONTACT	COMENTS
1.			
2.			
3.			
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8.			
9.			
10.			
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12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			

Employee Evaluation for _____ Date_____

Rate each question on a scale of 1 to 5:
(1-serious deficiency, 2-needs to improve, 3-ok, 4-good, 5 excellent)

1. Rate the amount of teamwork in the office: _____
2. Rate the professionalism of the staff: _____
3. How do you rate yourself to your job description: _____
4. Rate your telephone skills with employees and clients: _____
5. Rate your ability to work with co-workers: _____
6. Rate the efficiency of your workstation: _____
7. Rate the overall office for appearance and efficiency: _____
8. Rate your promptness in performing assignments: _____
9. Rate the use of your time during slow times: _____
10. Rate the use of your time during busy times: _____
11. Rate the filing system layout for efficiency: _____
12. Rate the overall communication in the office: _____
13. Do you feel you have been trained sufficiently: _____
14. Rate your tardiness and attendance: _____
15. Rate how others perceive your attitude: _____
16. Rate how others perceive your work habits: _____

1. Please elaborate about suggestions for overall efficiency improvements.

_____
_____
_____
_____

2. List personal areas needing improvement?

_____
_____
_____
_____

3. List your goals you wish to accomplish during the next 6 months:

_____
_____
_____
_____

* *

Supervisors discussion and rating of employee performance:

Job Strengths:_____

Weakness: _____

Summary: _____

Signed (supervisor) _____ Date:_____

AGENDA FOR STAFF MEETINGS

Date:_____

Unfilled Job Orders:

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Client Contacts:

Problems:

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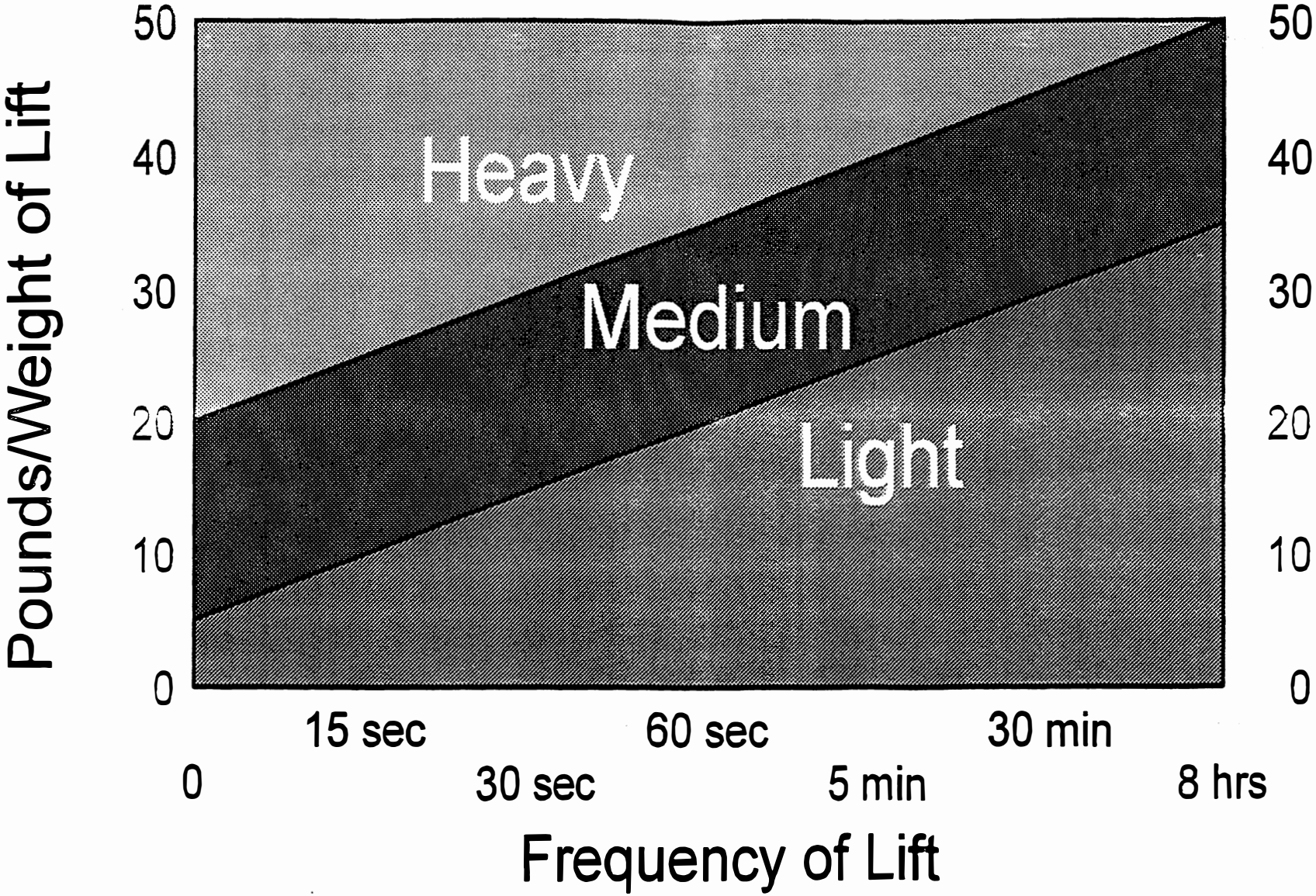
Recruiting Required:

Other Issues:

FIGURE 3.12: RATING THE APPLICANT

APPEARANCE	PERSONALITY	ATTITUDE	INITIATIVE
90	90	90	90
Outstanding. Immaculate attire and grooming. Exemplifies top Appearance/Grooming standards.	Extremely pleasing. Charming person. Vivacious and cordial. Speaks clearly and with confidence. Ideas well thought out.	Highly confident. Flexible. Team-worker. Highly motivated to work. Asks many questions.	Assertive, sure of self. contributes willingly.
89	89	89	89
Makes very favorable impression. Well groomed. Polished.	Pleasing. Sure of self. Reflects confidence. Speaks clearly.	Sure of self. Reflects confidence. Shows strong interest in position. Asks questions. Good work ethics.	Assertive, contributes willingly.
88	88	88	88
Functional attire. Neatly groomed. An average person. Makes good impression.	Likable. Probably a follower rather than a leader. Speaks well. Expresses self adequately.	Holds self well. Seems confident. Indicates sincere desire to work.	Seems assertive.
87	87	87	87
Careless attire. Poor grooming/hygiene. Appearance detracts from placeability.	Slightly objectionable. Often appears uncertain. Poor posture. Poor speaker. Hazy ideas.	Placeable but needs much guidance. Doubtful interest in a job. Uncooperative.	Needs prompting.
86	86	86	86
Indifferent to Appearance/Grooming Sloppy, unkept appearance would interfere with ability to place on job.	Unpleasant, probably uncommunicative, poor vocabulary.	Borderline. Indifferent, apathetic, disinterested.	Indecisive, unsure of self.

PHYSICAL WORK CAPACITY RATE GRAPH



REPETITIVE MOTION CHART

Light	Light Typing Light Assembly Filing
Medium	Typing Word Processing Computer/Circuit Board Assembly Assembly of Air Conditioners, Etc. Clothing Industry Usage of Any Hand Tool
Heavy	10-Key Data Entry Keypunch Production Line Meat and Poultry Processing Line

PERSONNEL PLUS DAILY ORDER LOG

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