AGENDA FOR STAFF MEETINGS

New or updated people that are marketable. :
Old Job Orders:
Old Job Orders.
New Job Orders:
New Jou Orders.
Clients Contacts:
Cheffis Comacts.
Payroll Problems:
Contacts:
Contacts.
Clients visited:
Chems visited.
Clients to contact:
Chems 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

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COMMENTS				-	A CASTELLINE CONTRACTOR OF THE PERSON OF THE	. Symptomic Control of the Control o								-	_
NATESTIME FILLED											C. of the second				-
# OF EMPLOYEES TYPE OF SKILL DATE/TIME REQ'D DATE/TIME FILLED															
TYPE OF SKILL										•					
# OF EMPLOYEES			de la companya de la		A CONTRACTOR OF THE PROPERTY O										
COMPANY	No. of Control of Cont														
DATE												The state of the s			

REP.:	DAILY SALES CALLS		DATE://
COMPANY NAME	<u>ADDRESS</u>	<u>CONTACT</u>	COMENTS
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3.			
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AGENDA FOR STAFF MEETINGS

Date:____

Unfilled Job Orders:			
		٠	
New Job Orders:			
	,		
Client Contacts:			
Payroll Problems:			
		,	
Competition Update:			
Marketing Opportunities:		-	
			 · .
Recruiting Required:			
Other Issues:			



Customer Satisfaction Survey

	iformation:				
Your name:					
Your company name:					
Your phone number:		under terministe und der der der der der der der der der de			
Your e-mail address:					
Tell us about the performance of our	employee:				
Employee Name:					
, and the second se					
Quality of work:	Unacceptable	Needs Improvement	Satisfactory	Good	Excellent
Quality of work: Ability to learn the job:	Onacceptable	Needs Improvement Needs Improvement	Satisfactory C	Good Good	Excellent Excellent
•	Unacceptable	~	·	~	
Ability to learn the job:	Unacceptable Unacceptable	Needs Improvement	Satisfactory	Good	Excellent
Ability to learn the job: Accuracy in job duties:	Unacceptable Unacceptable Unacceptable Unacceptable	Needs Improvement Needs Improvement	Satisfactory Satisfactory	Good Good	Excellent Excellent Excellent

How long did it take to fill your job order?: Γ	More than 4 days	2-3 days S	ame day Immediately	
Sent the right person for the job: C	Unacceptable	Needs Improvement	Satisfactory Good	Excellent
Made timely and consistent follow-ups:	**	Needs Improvement	Satisfactory Good	Excellent
Handled all aspects of service with professionalism:	Unacceptable	Needs Improvement		
Would you use our service again?		Yes	. Addition	
Your contact person at Personnel Plus?				
Please give us your overall rating and comments about the service you received from Personnel Plus:				
			Link	
This survey will go directl Would y	y to Tony May you like him to	-	Personnel Plus.	
		Ye	es Ĉ No	
<u>S</u> end Co	omments <u>R</u> eset th	nis form		

Additional Comments on the employee:

ASSOCIATE WORK HISTORY

AVQ			The state of the s		Company of the last of the las						
SUPERVISOR	* - ***********************************										
JOB											
CLIENT CO.			and agreement of the second of								
ASSOCIATE											
TEMP CO.							Charles Castella Cast		-		

TEN LARGEST EMP	LOYERS IN YOUR	R MARKET	
1		6	
2		7	
3		8	
4		9	
5		0	
			
TEN LARGEST (BY	S'S BILLED) CUST	OMERS OF Y	OUR OFFICE
1		6	
2		7	
3		8	
4		9	
5	·	0	
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VAUS TARCESTO	OMBETITODS		
YOUR LARGEST C		· , / ·	
Temporary Division			
1			
2			
3	3	3	
COMPETITIVE ADV	ANTAGE(s) OF YO	OUR OFFICE	
THIS YEARS GOALS	FOR YOUR OFFI	<u>CE</u>	
OFFICE ALL TIME I	HIGH RECORDS		
• Tempho	nirs		_week-ending date
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		-	-

PRESENT MARKETING PROGRAM

TOP TEN PROSPECTS

COMPANY	<u>ADDRESS</u>	PHONE	<u>CONTACT</u>	COMMENTS
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		1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		

Employee Name:	Date:
Marketing Status Report: (Marketing # of custome	g plans for day, # of contacts, # of proposals, r service checks/calls, # of orders)
Marketing Plans:	
Contacts:	
Customer Service Calls:	
customer bervice cans.	
Proposals:	
<u>·</u>	
	
# of Orders:	
# of Olders.	
Other:	

.....

COMPANY NAME	DAILY SALES CALLS ADDRESS	CONTACT	DATE: / / COMENTS

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 exce	ellent)
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:	And the state of t
6. Rate the efficiency of your workstation:	
7. Rate the overall office for appearance and efficiency:	
8. Rate your promptness in performing assignments:	water and the second se
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:	<u> </u>
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 impro	ovements.
2. List personal areas needing improvement?	
2. Dist personal areas needing improvement:	
•	
3. List your goals you wish to accomplish during the next 6 mont	hs:
	3-
 ********************** 	* * * * * *
Supervisors discussion and rating of employee performance:	
Job Strengths:	•
Weakness:	
Summary:	
Summer,	
Signed (supervisor)	Date

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Unfilled Job Orders:		•			
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New Job Orders:					
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Client Contacts:					
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Problems:	•				
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Competition Undeter					
Competition Update:					
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Marketing Opportunities:				 	
marketing Opportunities:					
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Recruiting Required:					
Necturing Required:					

Other Issues:

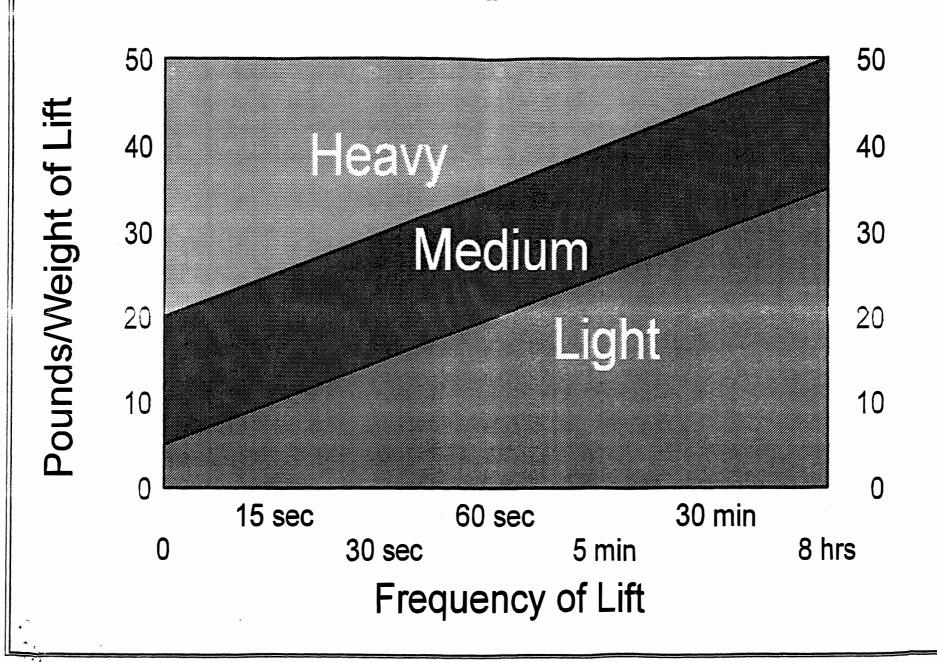
TEMPORARY ASSOCIATES 3.27

FIGUPE	T	EMPORA
3.12;	RATING THE APP	LICANT

WINCE		•.	
90	PERSONALITY	Amminish	
Outotal	90	ATTITUDE	INITIATIVE
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

COMMENTS													
ATESTIME FILLED				1123	-								
DATE/TIME REG'D DATE/TIME FILLED													
TYPE OF SKILL I	,			·									
# OF EMPLOYEES TYPE OF SKILL DATE													
COMPANY			CO CHICAGO CONTRACTOR										
DATE										Contract Con			

07/14/1999 12:31 2083788750 PERSONNEL PLUS 02

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			-						·			DATE	
				•					DEVELOPMENT		-	ANVENCO	
												# OF EMPLOYEES	PERSONNEL PLUS DAILY ORDER LOG
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		0.00										DATE/TIME REQ'D	EV ORDER
												# OF EMPLOYEES TYPE OF SKILL DATE/TIME REQ'D DATE/TIME FILLED	8
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PERSONNEL PLUS DATLY ORDER LOG

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	COMMENTS						·								
	DATE/TIME FILED														
PERSONNEL PLUS UNIEN UNDER LOG	# OF EMPLOYEES TYPE OF SKILL DATE/TIME REQ'D DATE/TIME FILLED									,					
revs on	TYPE OF SICIL														
KOCINICE	# OF EMPLOYEES														
	COMPANY														
	DATE		are and a second												

07/14/1999 12:31 2083788750 PERSONNEL PLUS

		The state of the s										DATE	
							-					COMPANY	
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												TYPE OF SKILL	PLUS DAI
					·							DATE/TIME REQ'D	I ORDER
										Charleston		# OF EMPLOYEES TYPE OF SKILL DATE/TIME REQ'D DATE/TIME FILLED	
	***		*	- decreases the second of the								COMMENTS	

WEEKLY ACTION PLAN (INSIDE PERSONNEL)

O/S	SERVICE CALLS (Customers Currently Being Served)
	1.
	2.
	3.
	4. 5.
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	1.
	2.
	3.
	4.
	5.
	6.
	7.
CC	LOST CUSTOMER CALLS (A/C'S Inactive for 6 Months)
	1.
	2.
	3.
	4.
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	1.
	2.
	3.

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Old Job Orders:
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Clients Contacts:
Payroll Problems:
Contacts:
Clients visited:
Clients to contact:
Choins to contact.

FIGURE 3.12: RATING THE APPLICANT

APPEARANCE	PERSONALITY	ATTITUDE	INITIATIVE
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Express Services. Inc. March 1.1995 Procedures Manual