**Employee Service Record Summary Form**

**Employee Name:**

**Position:**

**Punctuality:**

**Always punctual**

**Sometimes punctual**

**Never punctual**

**Work Ethic:**

**Constructive**

**Sometimes constructive**

**Sometimes obstructive**

**Obstructive**

**Work and Job Specific Duties Performance**

**Always exceeds expectations**

**Highly Satisfactory**

**Satisfactory/ Minimum performed**

**Inconsistent/ Unsatisfactory**

**Other comments:**

|  |
| --- |
|  |
|  |
|  |
|  |

**Would you rehire?**

**Yes**

**No**

**Other Summarising Key comments:**

|  |
| --- |
|  |
|  |
|  |
|  |

**Signature:**

**Position:**

**Date**