**Hiring Evaluation After 10 and 90 Days\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Employee:

Hire Date:

1. Are they taking notes in detail? (On a scale of 1-10- 10 being highest)

1. Are the following verbal instructions and did you write down what you ask the staff and what and did they respond on time and thoroughly?

1. How many verbal instructions did you give the staff member?

1. Are they following written instructions and did the staff respond on time and thoroughly?

 A) How many written instructions did you give the staff member?

1. Are the comprehending (On a scale of 1-10- 10 being highest)

 A) How many times do you have to tell them the same thing before they get it?

1. Are they retaining on at least 3 items each week during the first two weeks?

1. Do they show up ahead of time, on time or late?

1. Are they proactive or reactive?

9. Would you continue with them if you were paying the bills and it was your company?

 If you would or would not, explain why?

1. Did they pass the Q&A test? (minimum of 90% required) Score:

Did they take notes on this process? Yes / No

Did they have to ask for help? Yes / No How many times?

Did they question the process? Yes / No How many times?

Did they ask “Why do you do that?” or “How do you do that?”

When asking a question, do they use “you guys” or “we” when referring to Your Company?

Refer to 100 Days of Training Checklist to ensure trainee is staying on course.

Trainer Critique: