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## **30-DAY DEVELOPMENT REVIEW: ADMINISTRATIVE EMPLOYEES**

Employee Name: \_\_\_\_\_

Review Date: \_\_\_\_\_

|     | <b>Yes</b> | <b>No</b> |   |
|-----|------------|-----------|---|
| 1)  | _____      | _____     | Has the employee shown up to work on time each day of employment?                 |
| 2)  | _____      | _____     | Has the employee missed any days of work since the date of hire?                  |
| 3)  | _____      | _____     | Has the employee complied with all Standard Operating Procedures?                 |
| 4)  | _____      | _____     | Has the employee been injured on the job?   |
| 5)  | _____      | _____     | Has the employee completed every work assignment on time?                         |
| 6)  | _____      | _____     | Has the employee complied with all meal period guidelines since the date of hire? |
| 7)  | _____      | _____     | Has the employee complied with all rest break guidelines since the date of hire?  |
| 8)  | _____      | _____     | Has the employee received any disciplinary action since the date of hire?         |
| 9)  | _____      | _____     | Does the employee know the Company Mission Statement?                             |
| 10) | _____      | _____     | Does the employee know the Company Core Values?                                   |
| 11) | _____      | _____     | Does the employee demonstrate proper telephone etiquette at all times?            |
| 12) | _____      | _____     | Does the employee comply with all Company policies at all times?                  |
| 13) | _____      | _____     | Does the employee promote a team-oriented Company culture?                        |
| 14) | _____      | _____     | Does the employee know how his/her behavior contributes to Company success?       |
| 15) | _____      | _____     | Does the employee complete all work-related tasks efficiently at all times?       |
| 16) | _____      | _____     | Does the employee know his/her job expectations for each assignment?              |
| 17) | _____      | _____     | Does the employee demonstrate a commitment to high-quality job performance?       |
| 18) | _____      | _____     | Does the employee complete more work than existing administrative staff?          |
| 19) | _____      | _____     | Does the employee demonstrate proper customer service behaviors at all times?     |
| 20) | _____      | _____     | Does the employee comply with the Company dress code at all times?                |
| 21) | _____      | _____     | Does the employee produce error-free work at all times?                           |
| 22) | _____      | _____     | Does the employee willingly assist others in the completion of their work tasks?  |
| 23) | _____      | _____     | Does the employee maintain a neat, clean, and organized workspace?                |
| 24) | _____      | _____     | Does the employee demonstrate effective computer and office equipment skills?     |
| 25) | _____      | _____     | Does the employee possess sound time management skills?                           |
| 26) | _____      | _____     | Does the employee demonstrate flexibility when faced with changing priorities?    |
| 27) | _____      | _____     | Does the employee take constructive feedback in a positive manner?                |
| 28) | _____      | _____     | Does the employee treat all employees with respect at all times?                  |
| 29) | _____      | _____     | Does the employee work as a collaborative team member at all times?               |
| 30) | _____      | _____     | Does the employee improve work team morale at all times?                          |

Specify five key behaviors the employee must do to help the Company reach its business goals:

**START** doing these new behaviors, that the employee is currently not doing, to be more successful:

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_

**STOP** doing these unproductive behaviors that are making the employee unsuccessful:

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_

**KEEP** doing these productive behaviors that are making the employee successful:

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_

Supervisor Comments:

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Employee Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_