
30-DAY DEVELOPMENT REVIEW: FIELD EMPLOYEES

Employee Name: _____

Review Date: _____

	Yes	No	
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 attended all safety tailgate sessions?
4)	_____	_____	Has the employee been injured on the job?
5)	_____	_____	Has the employee worn all appropriate PPE at all times since the date of hire?
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 lifting techniques at all times?
12)	_____	_____	Does the employee comply with all safety policies at all times?
13)	_____	_____	Does the employee un/load materials from the trucks/trailers safely at all times?
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 assigned job site?
17)	_____	_____	Does the employee understand the job quality program rating standards?
18)	_____	_____	Does the employee complete all tasks to a high degree of job quality at all times?
19)	_____	_____	Does the employee demonstrate proper customer service behaviors at all times?
20)	_____	_____	Does the employee demonstrate proper gardening skills at all times?
21)	_____	_____	Does the employee plant vegetation correctly at all times?
22)	_____	_____	Does the employee use all hand tools safely and efficiently at all times?
23)	_____	_____	Does the employee use all lawnmowers safely and efficiently at all times?
24)	_____	_____	Does the employee use the stake pounder safely and efficiently at all times?
25)	_____	_____	Does the employee use the jack hammer safely and efficiently at all times?
26)	_____	_____	Does the employee use the trencher safely and efficiently at all times?
27)	_____	_____	Does the employee use the auger safely and efficiently at all times?
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:

Employee Signature: _____

Supervisor Signature: _____