



6. Did this person :

Observe work schedules and arrive at work on time?  Yes  No

Meet established deadlines?  Yes  No

Observe workplace rules?  Yes  No

Follow instructions well?  Yes  No

Take any unauthorized leave from work  Yes  No

7. Was this person ever subject to any disciplinary action?  Yes  No

If yes, please explain. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Did this person ever engage in, or were there any complaints concerning, any inappropriate workplace conduct such as:

Violent or threatening actions or remarks?  Yes  No

Vulgar, obscene or disrespectful acts or remarks?  Yes  No

Expression of any racial, ethnic, or religious discrimination?  Yes  No

Sexually harassing conduct?  Yes  No

Taking company property or use of company resources without authorization?  Yes  No

Dishonesty, falsifying information?  Yes  No

If yes, to any of the above, please explain? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Did this person get along well with supervisors, co-workers, and/or the public  Yes  No

If No, please explain \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date