

Time Tracker

The Worker must fill in the Time Tracker with hours worked. After this Time Tracker is completed, the Worker will give this form to the Job Provider to complete and return to The Bridge Church.

Worker's Name: _____ Worker's Phone: _____

Job Provider's Name: _____ Job Provider's Phone: _____

Date	Time In	Time Out	Total Hours
Total Hours			

Mileage Tracker

Beginning Odometer Reading	Ending Odometer Reading

Worker's Signature: _____ Date: _____

Job Provider's signature: _____ Date: _____

Performance Review

The following is to be completed and returned to The Bridge Church *by the Job Provider* immediately after work is completed.

Time Management Scale of 1 to 10: _____ (1 being horrible, 10 being exceptional)

Did the worker arrive on time? ____ Yes ____ No

Did the worker perform his/her job duties within the estimated time frame? ____ Yes ____ No

Character Scale of 1 to 10: _____ (1 being horrible, 10 being exceptional)

Was the worker respectful? ____ Yes ____ No

How would you describe the worker's attitude while performing the job? _____

Job Performance Scale of 1 to 10: _____ (1 being horrible, 10 being exceptional)

Job skills used for this job: _____

Did the worker seem to possess the knowledge and skills necessary to complete the job satisfactorily? ____ Yes ____ No

Recommendation

Would you have this person perform work for you again? ____ Yes ____ No

If No, please give a brief explanation: _____

Would you be willing to give your recommendation for this worker to another employer? ____ Yes ____ No