



Short Service Employee Program

SSE Acknowledgement:

I, _____, acknowledge by my signature that I have been instructed in the “Short Service Employee Program” required by **[Your Company Name]**. I will abide by the policies of which I have received a copy.

Employee Signature: _____ Date: _____

Date of Employment: _____

Manager Signature: _____

Comments:

This form is to be placed in the Employee’s personnel file.

Short Service Employee Program

SSE Variance Request

Ability to operate and maintain all equipment Yes _____ No _____

Comments: _____

Maintains and completes all required paperwork on time and accurate Yes _____ No _____

Comments: _____

Performs JSA and job safety meetings as required Yes _____ No _____

Comments: _____

Informs management of all situations that could affect job or crew Yes _____ No _____

Comments: _____

Has rapport with client Yes _____ No _____

Comments: _____

Accepts responsibility for crew and equipment Yes _____ No _____

Comments: _____

Has completed all training required for job classification Yes _____ No _____

Comments: _____

Managers Signature and date: _____

HSE department approval: Signature and date: _____



Short Service Employee Program

Job Site Evaluation

Supervisor: _____

Mentor: _____ Title: _____

SSE: _____ Signature: _____ Date: _____

Location of on Job Training: _____

Equipment Operating: _____

SSE Job Task _____

Overall Performance: ___ A ___ B ___ C ___ D ___ F (check 1)

Mentor Comments:

Mentor Signature: _____

At this time do you feel that the SSE can take on more responsibility? ___ Yes ___ No

Supervisor Comments:

Supervisor Signature: _____ Date Completed: _____

Manager Review Comments:

Manager Signature: _____ Date: _____



Short Service Employee Program

Post Job Evaluation

Supervisor: _____

Mentor: _____

Employee: _____

Job No: _____

Date: _____

Evaluation Scale			
Needs Improvement – 1	Meets Expectations – 2	Exceeds Expectations – 3	Ready to Advance - 4

Field Performance:	Score:	Comments:
Attitude	_____	_____
Communication	_____	_____
Skills		
Hazard Recognition	_____	_____
Equipment Knowledge	_____	_____
Equipment Operations	_____	_____
Willingness to Learn	_____	_____
Trouble Shooting	_____	_____
Safety	_____	_____
Teamwork	_____	_____
Overall Performance	_____	_____

Shop Performance:	Score:	Comments:
Attitude	_____	_____
Communication	_____	_____
Skills		
Hazard Recognition	_____	_____
Equipment Knowledge	_____	_____
Equipment Operations	_____	_____
Willingness to Learn	_____	_____
Trouble Shooting	_____	_____
Safety	_____	_____
Teamwork	_____	_____
Overall Performance	_____	_____

Supervisor Comments:

Employee's Signature _____

Supervisor's Signature _____