

## Personnel File Review (UK Transfers or Rehires)

**Candidate Name:** \_\_\_\_\_ **Date of File Review:** \_\_\_\_\_

Documents Reviewed:

- Performance Evaluation:
  - o Year(s): \_\_\_\_\_
  - o Score(s) & Comments: \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
  
- Performance Improvement Plan / Corrective Action:
  - o Date(s): \_\_\_\_\_
  - o Comments: \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
  
- Certification(s) / Training(s): \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

| Area of Evaluation                 | Positive? | Negative? | Comments |
|------------------------------------|-----------|-----------|----------|
| Career goals and objectives        |           |           |          |
| Attendance/reliability             |           |           |          |
| Peer relationships/teamwork        |           |           |          |
| Customer focus/service orientation |           |           |          |
| Communication skills               |           |           |          |
| Resource management                |           |           |          |
| Continuous improvement of quality  |           |           |          |
| Promotion or growth                |           |           |          |

Additional Comments:

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