TIMESHEET

FRONTLINE RECRUITMENT LTD working with	**Customer:**	

PERFORMANCE GRADING – Help us to help you through the grading of individuals performance. This will prompt the agreement of suitable corrective actions in order for us to provide you with a superior staffing service.

PURCHASE ORDER
Please enter if required

(Worked) WEEK COMMENCING

Week No.

Employee Full Name	Performance Grade *****	Job/ Status	*Office Use Only* Status	SHIFT	M	T	W	T	F	S	S	TOTAL Hours Worked

GRADING SYSTEM 5 * Excellent 4 * Good 3* Satisfactory 2 * Below Average 1* Poor **TOTAL HOURS**

Please enter you name & sign below to confirm hours			
CLIENT NAME		**CLIENT SIGNATURE**	

NB-The absence of a signature or order number does not constitute non payment of invoice

Extra notes relating to individual grading system or service in general:-