

Pacific Jet Consultants Domestic Helper Performance Evaluation Report

Arrival Date: _____

Name: _____ Ref No. _____

We suggest the employer to fill in the form in English so that the maid can read the report herself

Rating : Very Good (VG) Good (G) Fair (F) Poor (P)

1. Household work

1.1 Cleaning the household items _____

1.2 Ironing _____

1.3 Cooking skills _____

1.4 Washing clothes (Laundry) _____

1.5 Keeping items safe and perfect condition _____

1.6 Get work done completely _____

2. Personal hygiene _____

3. Politeness (Greet the employers everyday) _____

4. Efficiency (Work on time) _____

5. Obedience (Follow instructions and no argument) _____

6. Honesty _____

7. Caring the children

7.1 Feed them properly and on time _____

7.2 Willing to talk and play with them _____

7.3 Keep them in control _____

7.4 Tutor them to do homework _____

7.5 Keep them clean and healthy _____

7.6 Care their safety _____

- 8. Admit mistakes and apologize _____

- 9. Phone calls (Not to use home phone) _____

- 10. Communication skills (Understand and speak fluent English) _____

- 11. Service attitude (Cheerful, friendly and helpful) _____

- 12. Concentrate on work (no day dreaming) _____

- 13. Common sense _____

- 14. Finance problem (no borrowing anytime) _____

- 15. Willing to help (take initiative) _____

- 16. Willing to accept any day off _____

- 17. Report home on time _____

Overall performance _____

Employer's Name: _____ Employer's Signature: _____

Date of Evaluation : _____

Suggestions of improvement: _____

