


White	Office	Name: _____							
Yellow	Staff								
Pink	Client								
Approved Swift Staffing Group		Job Title: _____							
_____		Week Ending:							
Day	Date	Establishment	Ward	Hours From	Break	Worked To	Total Hours	Authorised Name	Authorised Signature
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									
Sunday									
								Total Hours Worked:	
	On Time	1 poor to 5 Excellent		Additional Notes: _____ _____ _____ _____					
	Attitude	1 poor to 5 Excellent							
	Knowledgeable	1 poor to 5 Excellent							
	Team Participation	1 poor to 5 Excellent							
	Performed Observation	1 poor to 5 Excellent							
	Communication	1 poor to 5 Excellent							
	Dress Code	1 poor to 5 Excellent							
	Medico-legal Documentation	1 poor to 5 Excellent							
<p>I am satisfied the Temporary worker performed adequately and professionally throughout the shift.</p> <p>Signature: _____ Date: _____</p> <p>Timesheets must be fully completed by Temporary Worker and authorised by an appropriate member of Client staff Deadline to return timesheet for payments is 12pm Monday for payment the following Friday Separate timesheets should be completed for each establishment</p> <p>timesheets@swiftstaffing-group.com</p>									