Employee Name	Property	Property	
PERMANENT EMPLOYEE CHECKLIST		Complete	
EMPLOYEE STATUS CHANGE FORM			
ENADLOVEE EVALUATION			
EMPLOYEE EVALUATION			

Prepared and signed off on by\_

## **Employee Status Change Form**Arkansas Consolidated Payroll Processing

Today's Date:				1
Property:				
Employee Name:				
Effective Date of Change:				1
1				-
New Hire-Temporary				
Hourly or Salari				4
Mgr/Super Office Or Other (Specify)	Mainte	enance <sub>-</sub>		
Pay Rate? \$				
Emergency Contact:				]
Change to Permanent Er	nnlovee S	Status		
I have notified the employee			Employee is inte	rested in:
day probationary period ha				Dental:
and have explained all applic	able benef	its.	Vision:	
			Preferred Conta	
Mgr/Supervisor Initials: _				
			Phone:	
Employee Status Change	•			
Change of Address:				
Change in Marital Status: (Please submit updated Social Security Card and Drivers ID with payroll once obtained)		New La	ast Name?	
Change in Insurance:				
Change in Emergency Info:	Contact			
Change in Pay Rate:		\$	per	
Change in Status (PT, FT, Salaried, Property Allocati			•	
Employee Termination				
<b>Employee Termination</b> Reason for Termination (Ir	ısııhordin	ation R	esignation Exce	essive Absence/Tardy, etc.)
	1545014111	acioii, i	eoignation, Enec	source risseries, raray, etc.,
*Please attach any support	ing paperv	vork inc	luding any reprin	nands.
Last Day Physically Worked:				
Did Employee Give Notice?	Yes	or N	No	
Is the Employee Eligible for Rehire?	Yes	or N		
		01 1	,	

Manager: \_\_\_\_\_ Area Operations Manager : \_\_\_\_

## Intrepid Management, INC Meridian Management Services, LLC United Properties Management, INC

8101 Interstate 30 Suite A Little Rock, AR 72209 PH: 501-280-0037 FAX: 501-603-0235

Emplo	yee Name:			Position:
Date o	f Review:	Type	of Revie	w: Temporary to Permanent Annual  Too New to evaluate
Immed	diate Supervisor:			
Area C	perations Manager:			<del></del>
Use the	following scale to for each category add	ressed ir	n this evalu	uation:
Perform	ance Rating			Rating Definition
O E M NI U N/A	Outstanding Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory Not Applicable			Performance is superior on a consistent basis Performance exceed normal job requirements Performance meets position requirements Performance meets some requirements, expectations Performance does not meet position requirements, objectives or expectations Criteria not applicable to position
Respo	nsibility	Perfo Ratin EMP	_	Comments and Objectives – Employee and Supervisor
Оссир	апсу			
-	Maintain an occupancy of 97% or		_	
_	higher Has clear and concise plans for		_	
	marketing the property including		-	
_	use of the AFHMP  Makes resident retention a		-	
	priority when applicable		-	
-	Completes unit turnover timely and to company standards			
	and to company standards		-	
	Overall Rating			

## Performance Comments and Objectives – Employee and Supervisor Rating

	EMP	SUP	
Collections			
<ul> <li>Maximum rent collection</li> </ul>			
maintained			
<ul> <li>Ensures tenant charges are assessed timely and collected</li> </ul>			
- Submits move-out balances to			
the collection agency as required			
Overall Rating			
Compliance			
<ul> <li>Completes documentation timely and accurately ensuring</li> </ul>			
compliance with HUD/Rural			
Development, and/or Tax Credit			
policies			
<ul> <li>Operates the property within compliance regarding the</li> </ul>			
company Operations and			
Procedures			
Overall Rating			

#### Performance Comments and Objectives – Employee and Supervisor

Ratin	g
<b>EMP</b>	SUP

## **Tenant/Public Relations** Always serves applicants and residents in a professional Maintains a good relationship with public officials Creates and atmosphere of mutual respect Has superior community image **Overall Rating** Supervision Supervises employees in a manner to ensure each is meeting company standards and job responsibilities Trains and develops staff effectively Delegates effectively and responsibly Ensures his/her efforts are well integrated with the entire staff and supports company goals. Monitors vendors/contractors to ensure work is completed timely and to company standards **Overall Rating**

# Responsibility Performance Comments and Objectives – Employee and Supervisor Rating EMP SUP

	LIVII	301	
Maintenance			
- Maintains property in compliance			
with HUD/RD/Tax Credit standard			
of decent, safe and sanitary			
housing			
- Monitors the work order process			
to ensure compliance with			
company policy			
- Property appearance and curb			
appeal is attractive and well			
maintained.			
maintainea.			
Overell Betime			
Overall Rating			
Time Management/Planning			
- Can be counted on to plan and			
organize task effectively and			
efficiently to ensure timely			
completion			
<ul> <li>Focuses on what is truly</li> </ul>			
important and not just urgent			
<ul> <li>Act on his/her own and motivates</li> </ul>			
his/her team to delivery desired			
results			
Overall Rating			

### Performance C Rating EMP SUP

Performance Comments and Objectives – Employee and Supervisor

	CIVIP	3UP	
Judgement			
<ul> <li>Mature and factual in gathering</li> </ul>			
information and data			
<ul> <li>Able to make sound decisions</li> </ul>			
- Seeks to solve challenges and			
problems objectively before seeking assistance and then only			
seeks appropriate assistance			
Overall Rating			
Reliability and Dependability			
- Follows through without needing			
reminded - Is punctual for meetings and			
appointments; late only when			
justified - Always provides sufficient notice			
when unable to work			
Overall Rating			
	1	1	

## Performance Rating

### Performance Comments and Objectives – Employee and Supervisor

**EMP SUP** Attitude Positive Attitude Takes direction well Actively supports company goals Helpful and supportive of company image to staff and public **Overall Rating Appearance** Adheres to company dress code policy requirements specific to assigned area Always present a profession appearance **Overall Rating** 

Performance Objective for next evaluation:							
Overall Rating:							
Employee Signature:	Date:						
Immediate Supervisor :	Date:						
Area Operations Manager:	Date:						
COO:	Date:						