

Social Security Number:

Social Security Administration

Form Approved  
OMB No. 0960-0483

## WORK ACTIVITY QUESTIONNAIRE

Business Name:	Grand Rapids Colon Irrigation, Inc.		
Job Title:	Administrative Assistant		
Hourly Wage	\$11.25	Hours per Week	32
Date Work Started	10/1/2018	Date Work Stopped	Continuing

### Section 1

1. Does the employee complete all the usual duties required for his/her position?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
2. Is the employee able to complete all of the job duties without special assistance?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
3. Does the employee regularly report for work as scheduled?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
4. On average, does the employee complete his/her work in the same amount of time as employees in similar positions?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
5. Please indicate the type(s) of special assistance, if any, the employee receives on the job that is not regularly given to other employees. (Check all that apply)		

- |   |  |
|---|--|
| <input type="checkbox"/> Fewer or easier duties   | <input type="checkbox"/> Frequent absences                     |
| <input type="checkbox"/> Irregular hours          | <input checked="" type="checkbox"/> Lower production standards |
| <input type="checkbox"/> Special transportation   | <input checked="" type="checkbox"/> Extra help/supervision     |
| <input type="checkbox"/> Less hours               | <input type="checkbox"/> Lower quality standards               |
| <input type="checkbox"/> More breaks/rest periods | <input type="checkbox"/> Special equipment                     |

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6. Based on the information above, approximately how would you rate the productivity of the employee compared to other employees in similar positions and similar pay rates?

- ☐ 50% or less of other employees' productivity
- ☐ 60% of other employees' productivity
- ☐ 70% of other employees' productivity
- ☒ 80% of other employees' productivity
- ☐ 90% of other employees' productivity
- ☐ 100% of other employees' productivity

7. Are you paying the employee more per hour than you would another employee in a similar position?

☐ Yes ☒ No

If Yes, what would you pay another employee in a similar position per hour?

### Section 2

#### Unsuccessful Work Attempt

1. Was the person frequently absent from work?

☐ Yes ☐ No

2. Did the person do the work under special conditions such as with extra help/supervision, fewer/easier duties, frequent rest periods, or lower production?

☐ Yes ☐ No

3. Was the person's work satisfactory when compared to another employee who worked in a similar position?

☐ Yes ☐ No

### Section 3

Signature  
and Title

Colin Cleanse, Office Manager

Date

10/20/2018

(Telephone Number)

(616) 888-9999