



KEYS
HUMAN RESOURCES

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EMPLOYEE SUGGESTION FORM

Name:	Date:
Site Location/Department:	Client:
Position:	Received By:

CONCERN
Please state the nature of your suggestion, including how it improves your job, the job of others, value to the customers, and the concern being addressed. (Lost time, misuse of materials, loss of revenue, return of goods, inefficiency, morals etc)

RESOURCES NEEDED
Please explain how the company can help to support your suggestion? For example; Labour needed, materials needed, equipment needed, other resources needed.

DESIRED BENEFIT
Please explain the anticipated benefit to the company.

Employee Signature _____ Date _____



MANAGEMENT USE ONLY

Supervisor/Managers Name:	Title:
Date Received:	Follow Up Date:

Please explain pros and cons of suggestions made

Is this suggestion cost efficient and related to the company's mission?

Suggestion priority (1 = Low 5 = High)

1 2 3 4 5

Action to be taken

Supervisor/Managers Signature _____ Date _____

