

Acrobat

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Your Hospitality Staffing Professionals

Employee Performance Review

EMPLOYEE INFORMATION	
Name Christopher Lopez	Date of Review 8/15/2018
Job Title AM Porter	Date 8/10/2018
Department Tuck Shop	Manager Acrobat
Review Period 4/10/2018 to 8/10/2018	

RATINGS						
		1 = Unacceptable	2 = Needs Improvement	3 = Meets Expectations	4 = Exceeds Expectations	5 = Outstanding
Job Knowledge		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments / Specific Accomplishments	Chris has job knowledge of more stations than about half of his co-workers.					
Work Quality		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments / Specific Accomplishments	Chris's work quality has improved during the time that he has been with us thus far. He is quick with his tasks and is able to complete them in a timely manner.					
Dependability		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments / Specific Accomplishments	Chris consistently shows up to work a few minutes late every day and had a couple call-outs. However, he has very recently improved where he is on his station ready to work on the dot at 7am. He also frequently checks in before leaving the premises as he is instructed.					
Initiative		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Specific Accomplishments	In the beginning, Chris's initiative needed improvement. Over the past few months, Chris has slowly started to take initiative to check in to see if there are extra tasks for him to do. I'd like to see him begin to make more decisions based on his job knowledge on taking on "other tasks" as part of a teamwork initiative.					
Communication/Teamwork		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Specific Accomplishments	Chris is good about checking in and will occasionally keep an eye on his teammates to ensure that their tasks are completed at the end of the shift.					
Overall Rating					Average: <u>3.3</u>	

EVALUATION	
ADDITIONAL COMMENTS	<p>Chris has improved a lot since his first day. We're very proud of the way he has grown and supported the team by showing up every day, working efficiently, and checking in to see if there's more to be done.</p> <p>We all appreciate having Chris on the team. I especially enjoy seeing Chris putting in the extra effort to keep others from having to cover his tasks when he on break, etc. He is definitely an asset to the Tuck Shop team.</p>
ACTION PLAN FOR THE NEXT YEAR	<p>I'd like to see Chris continue on the path that he is on now. It would be beneficial for Chris to be more communicative with his teammates, especially newer assignees that need his guidance. If he elevate his training skills by demonstration and communication, I can see him potentially being an official team leader in his future. Right now, he does a satisfactory job as captain of his station (Starship.)</p> <p>I would also like to see Chris work on his professional output. Now that we have many newer assignees looking up to him, I'd like to be able to rely on him to be an example in professional behavior regarding uniform, body language, sense of urgency, perhaps even providing feedback during training.</p>

VERIFICATION OF REVIEW
By signing this form, you confirm that you have discussed this review in detail with your supervisor. Signing this form does not necessarily indicate that you agree with this evaluation.