

Acrobat

outsourcing
Your Hospitality Staffing Professionals

Employee Performance Review

EMPLOYEE INFORMATION				
Name	Briana Naylor		Date of Review	08/01/2018
Job Title	Pastry Cook		Date	08/03/2018
Department	Tuck Shop @ Dropbox		On-site Supervisor	Vanessa Sicairos
Review Period	7/2017 to 8/2018		Van	

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 type="checkbox"/>	<input type="checkbox"/>
Comments / Specific Accomplishments	Understands the balance of Creativity & Deliciousness plus demonstrates good cooking techniques				
Work Quality	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Specific Accomplishments	Produces Good Quality Desserts				
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Specific Accomplishments	Reliable and Consistent- Knows what she can do in the time that she has				
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Specific Accomplishments	She's done everything and has done it well				
Communication/Teamwork	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Specific Accomplishments	Briana is a team player- she is personally and professionally well-liked				
Overall Rating	Average: <u>3</u>				

EVALUATION	
ADDITIONAL COMMENTS	Briana has a pleasant and good attitude – She's generally good at realizing when she needs to compromise and make changes with the time she has.
ACTION PLAN FOR THE NEXT YEAR	Briana needs to be able to make practical changes & decisions on plating for example sauce on plate a certain way can be too time consuming. She can improve and be more productive by focusing more on her task by being less distracted from chatting – The goal for Briana is to progress into the Vienoisseries Station soon-

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.	
Employee Signature	Date <u>8/14/2018</u>
Manager Signature	Date <u>8/14/2018</u>