

# Acrobat

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Your Hospitality Staffing Professionals

## Employee Performance Review

EMPLOYEE INFORMATION		Date of Review
Name	Raymond Harding	TBD
Job Title	AM Porter	Date 8/10/2018
Department	Tuck Shop	Manager Connie Tsui
Review Period	5/11/2018 to 8/11/2018	

RATINGS					
	1 = Unacceptable	2 = Needs Improvement	3 = Meets Expectations	4 = Exceeds Expectations	5 = Outstanding
<b>Job Knowledge</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments / Specific Accomplishments	Ray has been able to rotate through many stations and is able to learn very quickly. He is also a trusted as a dependable trainer to newer assignees.				
<b>Work Quality</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Specific Accomplishments	Ray is efficient and we are able to consistently rely on him to complete all tasks that are assigned to him.				
<b>Dependability</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments / Specific Accomplishments	Ray shows up to work a little early every single day. He sets a great example for the rest of the team.				
<b>Initiative</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Specific Accomplishments	Ray has not inquired about taking on new or more responsibilities or tasks. On the other hand, Ray is very adaptable, versatile in his work knowledge, and quick to learn and pick up new tasks. He also frequently looks out for his teammates to make sure they are supported, especially when they are in the beginning stages of training. He never turns down anything asked of him. He also looks out for other immediate tasks that need to be completed.				
<b>Communication/Teamwork</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments / Specific Accomplishments	Ray has a wonderful cadence when it comes to training new assignees. He works very well with others and is very patient.				
<b>Overall Rating</b>	Average: 3.6				

EVALUATION	
ADDITIONAL COMMENTS	<p>We really appreciate Ray's sense of awareness; he is always looking out for the next thing that needs to be done. He is very thorough in his training, which is very important because it results in new assignees receiving consistent information via good examples.</p> <p>We also appreciate that Ray is consistently on time, on his station and ready to work every day. I hope that others see this as exemplary and follow suit. Ray is an asset to the team.</p>
ACTION PLAN FOR THE NEXT YEAR	<p>An area for improvement would be to work with a little more sense of urgency. With that said, we appreciate Ray's thoroughness in his work, so working at a slower pace is sometimes acceptable.</p> <p>I'd also like for Ray to continue to be a good example and help encourage his teammates to do the same.</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.	
Employee Signature	Date <input checked="" type="checkbox"/> 8-17-18
Manager Signature	Date <input checked="" type="checkbox"/> 8-17-18