

Acrobat

outsourcing
Your Hospitality Staffing Professionals

Employee Performance Review

EMPLOYEE INFORMATION		Date of Review
Employee Name	PAUL VILLARDO	9/17/18
Job Title	COOK	Date
Department		Manager
Review Period	to	JOHN AGIN

	1	1.5	2	2.5	3	3.5	4	4.5	5
	Unacceptable		Needs Improvement		Meets Expectations		Exceeds Expectation		Outstanding
Work Quality & Job Knowledge									
Technical Ability	☐	☐	☐	☐	☐	☒	☐	☐	☐
Comments/ Specific Accomplishments									
Work Quality	☐	☐	☐	☐	☒	☐	☐	☐	☐
Comments/ Specific Accomplishments									
Job Knowledge	☐	☐	☐	☐	☐	☒	☐	☐	☐
Comments/ Specific Accomplishments									
Creativity	☐	☐	☐	☐	☒	☐	☐	☐	☐
Comments/ Specific Accomplishments									
Productivity	☐	☐	☐	☐	☒	☐	☐	☐	☐
Comments/ Specific Accomplishments									
Dependability									
Attendance/Punctuality	☐	☐	☐	☐	☒	☐	☐	☐	☐
Comments/ Specific Accomplishments									
Reliability/Timeliness	☐	☐	☐	☐	☒	☐	☐	☐	☐
Comments/ Specific Accomplishments									
Consistency	☐	☐	☐	☐	☒	☐	☐	☐	☐
Comments/ Specific Accomplishments									
Professionalism									
Teamwork	☐	☐	☐	☐	☐	☒	☐	☐	☐
Comments/ Specific Accomplishments									
Communication	☐	☐	☐	☐	☒	☐	☐	☐	☐
Comments/ Specific Accomplishments									
Initiative	☐	☐	☐	☐	☐	☒	☐	☐	☐
Comments/ Specific Accomplishments									
Time Management	☐	☐	☐	☐	☒	☐	☐	☐	☐
Comments/ Specific Accomplishments									
Work Quality & Job Knowledge <u>3.5</u> Dependability <u>3</u> Professionalism <u>3.5</u> Overall Rating <u>3</u> Average Rating <u>3.5</u>									

EVALUATION

Additional Comments: VERY DEPENDABLE, GREAT COOK AND TEAM PLAYER

Action Plan: GET INVOLVED IN MENU WRITING AND CREATING DISHES

VERIFICATION OF REVIEWS

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
Manager Signature	Date