



Employee Performance Review

EMPLOYEE INFORMATION		
Name	Matthew Dilg	Date of Review
Job Title	AM Porter	Date 9/20/2018
Department	Tuck Shop Operations	Manager Jared Sablan
Review Period	5/21 to 9/19	

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	Matthew has great attention to processes and detail. However, multitasking is not his strong point. Matthew is at his best when he is delegated one task at a time.					
Work Quality		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Specific Accomplishments	Matthew does a thorough job and is best when he is able to focus on one task at a time.					
Dependability		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Specific Accomplishments	Matthew shows up to work on time and requests time off for medical reasons with much consideration for his team. He always tries his best to plan ahead. He shows up on time every day and is able to work very independently.					
Initiative		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Specific Accomplishments	Matthew used to try to change the way things should be done to either save time or effort. He takes shortcuts that were never taught to him. It shows that he is actively thinking about his tasks and how they can be done quicker or with less effort, but it's been explained to him that it does not always result in a better product. Also, any change in processes need to be approved by a manager. He also needs to keep his work storage areas neater, cleaner, and more organized, including his cart.					
Communication/Teamwork		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Specific Accomplishments	When he is corrected on the way he is performing a task, sometimes he will give push back and excuses as to why he has been doing it incorrectly. He has slightly improved in this area and his willingness to take direction has improved. He also works best on his own performing a task that does not necessitate teamwork so that he is not distracted by others.					
Overall Rating	Average: 2.5					

EVALUATION	
ADDITIONAL COMMENTS	
ACTION PLAN FOR THE NEXT YEAR	I would like to see Matthew perfect his tasks and gain more responsibilities. We would be happy to work with him on this without compromising his physical limits set by his doctor. Matthew could work on being more receptive regarding proper procedures. There is also a general sense that Matthew tends to be at times a bit nervous and anxious while he is at work. I want to assure him that he is in a safe place to make mistakes, but be open to change and adjustments.

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 9/26/18
Manager Signature	Date 9/26/18