

# Acrobat

outsourcing  
Your Hospitality Staffing Professionals

## Employee Performance Review

### EMPLOYEE INFORMATION

Name **Kejare James**

Job Title **Cook**

Department **Tuckshop**

Review Period \_\_\_\_\_ to \_\_\_\_\_

Date of Review  
**09/24/2018**

Date **09/24/2018**

Manager  
**Carmen  
Vazquez**

### 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments / Specific Accomplishments</i>					
<b>Work Quality</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments / Specific Accomplishments</i>					
<b>Dependability</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Comments / Specific Accomplishments</i>					
<b>Initiative</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments / Specific Accomplishments</i>					
<b>Communication/Teamwork</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Comments / Specific Accomplishments</i>					

**Overall Rating**

**Average:** 3.5

### EVALUATION

#### ADDITIONAL COMMENTS

Kejare has been a great team player for the past 3 months with our special smoothie bar. She stepped up to the plate and exceeded my expectations. Kejare has grown a lot and still has more to do but with her positive and committed to the her craft attitude, she'll learn a lot and get far.

Thank you for all the hard work and leadership role during those three months, it meant a lot to be able to count on you. Great job!

#### ACTION PLAN FOR THE NEXT YEAR

Not just for the next year but now that Kejare has come back to the kitchen a lot is expected of her. Being focused, staying inspired, learning, asking, retaining information, are going to be key for her growth as a cook. She's again in another great opportunity here in the Tuckshop, take it and run with it.

Love her fighting spirit. Keep up the great work. Don't loose focus of your goals and stay motivated.

