

# Acrobat

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Your Hospitality Staffing Professionals

## Employee Performance Review

EMPLOYEE INFORMATION		Date of Review
Name	Gina Walker	10/15/18
Job Title	Lead Trainer AM Porter	Date: 10/23/18
Department	Tuck Shop	Manager
Review Period	7/1/18 to 10/1/18	

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	Gina is a fast learner and because of that, we were able to train her on multiple stations. She is now able to train others on certain stations as well. She is very patient and informative. She has yet to learn all the stations, but is doing very well on the ones she already knows.				
<b>Work Quality</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments / Specific Accomplishments	Gina is very thorough and neat. She stays organized and keeps her station clean throughout the day.				
<b>Dependability</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments / Specific Accomplishments	We are oftentimes able to rely on Gina to set a good example for others. She is often early for her shift and because of that, she has been very helpful in starting her day sooner to cover for call-outs and PTO.				
<b>Initiative</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments / Specific Accomplishments	Gina reports to her managers on inconsistencies that she notices during her work day. She will ask questions regarding things she's noticed that may be outside her job description.				
<b>Communication/Teamwork</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments / Specific Accomplishments	Gina has a great demeanor and everyone enjoys working with her. She has a gentle but effective way to inspire and encourage others. She has done very well building trustworthy dependability with her teammates.				
<b>Overall Rating</b>	Average: 4.6				

EVALUATION	
ADDITIONAL COMMENTS	Gina does a great job instructing new team members and finding different ways to teach. She is does a good job communicating inconsistencies to managers and is a fast learner.
ACTION PLAN FOR THE NEXT YEAR	I would like to see Gina be more proactive in keeping the team motivated to stay on task and to move on to other tasks. Instead of chatting with other team members, we could use Gina's thorough leadership to keep the team busy and encourage production to stay efficient.

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 10/23/18
Manager Signature	Date 10/23/18