

Employee Performance Review

EMPLOYEE INFORMATION			
Name	Lorin Bagley	Date of Review	10/23/18
Job Title	Cook	Date	10/23/18
Department	Tuck Shop	Manager	Jaime Barnhart
Review Period	10/13/17 to 10/13/18		

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"/>
<i>Comments / Specific Accomplishments</i>						
Work Quality		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Comments / Specific Accomplishments</i>						
Dependability		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Comments / Specific Accomplishments</i>						
Initiative		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Comments / Specific Accomplishments</i>						
Communication/Teamwork		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Comments / Specific Accomplishments</i>						
Overall Rating	Average:					4

EVALUATION	
ADDITIONAL COMMENTS	Lorin has become a great asset to the Tuck Shop team. He has continuously shown improvement in our program and enjoys learning new things. He has a great work ethic and feels there is no job that is below him. He will always help whenever he is needed. He has taken great responsibility in our breakdown procedures and is often the lead instructor for new members in their development and understanding of how our team works in this area. Lorin has a great work ethic and a great attitude and takes his profession very seriously. He always strives to do better and takes instruction very well.
ACTION PLAN FOR THE NEXT YEAR	We are going to focus on other responsibilities within the kitchen that help our team function more cohesively and help keep the operation of the kitchen running smooth. We will task Lorin double checking the PM prep list, taking responsibility to correctly unload the blast chiller and appropriately store its contents.

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 10/31/18
Manager Signature	Date 10/31/18