

Employee Performance Review

EMPLOYEE INFORMATION

Name Cendy Ayala	Date of Review 12/18/18
Job Title Cook	Date 12/18/18
Department AM Kitchen Rim	Manager Jaime B.
Review Period _____ to _____	

RATINGS

	1 = Unacceptable	2 = Needs Improvement	3 = Meets Expectations	4 = Exceeds Expectations	5 = Outstanding
Job Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments / Specific Accomplishments</i>					
Work Quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
<i>Comments / Specific Accomplishments</i>					
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments / Specific Accomplishments</i>					
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments / Specific Accomplishments</i>					
Communication/Teamwork	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
<i>Comments / Specific Accomplishments</i>					
Overall Rating					Average: <u>3.5</u>

EVALUATION

ADDITIONAL COMMENTS	Cendy has been a great addition to the AM Kitchen after working with the PM team prior to her leave. She has done a great job with the Deli/250 team. She has particularly done a good job keeping 250 clean and organized. She also does a good job of solving issues such as product shortages by thinking through the best way to address it.
ACTION PLAN FOR THE NEXT YEAR	Cendy has shown she is a "thinker" who has good ideas and it would be great to see her expand further on that; bring more ideas for menu items as well as best practices to improve operations on the Deli/250 side. Thanks for all the great work!

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

[Handwritten Signature]

Date

12/18/18

Manager Signature

[Handwritten Signature]

Date

12/18/18