



## Employee Performance Review

EMPLOYEE INFORMATION	
Name Raymond Harding	Date of Review 1/2/2018
Job Title AM Porter	Date 1/2/2019
Department Tuck Shop	Manager Jaime Barnharti
Review Period 8/11/2018 to 12/11/2018	

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"/>	X	<input type="checkbox"/>
<i>Comments / Specific Accomplishments</i>	Ray has been able to rotate through most stations and is able to learn very quickly. He is also a trusted as a dependable trainer to newer assignees.				
<b>Work Quality</b>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments / Specific Accomplishments</i>	Ray is efficient and we are able to consistently rely on him to complete all tasks that are assigned to him. He is also thorough in his training of new assignees and has been helpful in creating learning tools for them.				
<b>Dependability</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
<i>Comments / Specific Accomplishments</i>	Ray shows up to work a little early every single day. He rarely calls out. He sets a good example for the rest of the team.				
<b>Initiative</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
<i>Comments / Specific Accomplishments</i>	Ray has a wonderful positive attitude and has been eager to offer more help when needed. Ray is very adaptable, versatile in his work knowledge, and quick to learn and pick up new tasks. He also frequently looks out for his teammates to make sure they are supported when they are in the beginning stages of training. He never turns down anything asked of him. He is very receptive and eager to filling in different stations when needed.				
<b>Communication/Teamwork</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
<i>Comments / Specific Accomplishments</i>	Ray has a wonderful cadence when it comes to training new assignees. He works very well with others and is very patient. His teammates and managers all enjoy working with him.				
<b>Overall Rating</b>					<b>Average:</b> 3.6_____

EVALUATION	
ADDITIONAL COMMENTS	We really appreciate Ray that looks out for the next thing that needs to be done. He is very thorough in his training, which is very important because it results in new assignees receiving consistent information via good examples. We appreciate that Ray is consistently on time, on his station and ready to work every day. I hope that others see this as exemplary and follow suite. Ray is an asset to the team.
ACTION PLAN FOR THE NEXT YEAR	An area for improvement would be to be a consistent example for the team. We'd like for Ray to eventually be in a supervisor position where he oversees 3 or 4 assignees. However, sometimes, we will see Ray leaning, casually chatting in an open area, or showcasing body language that suggests being off task or indifference. We very much appreciate Ray's leadership, and are looking for him consistently showcase leadership in his actions. Ray has improved in taking initiative to find tasks that need to be completed during his down time. He is able to stay busy and jump on things that the team needs. We'd also like for Ray to continue to help encourage his teammates to do the same. He is a pleasure to work with, has a great attitude, and is enthusiastic when asked to help.

VERIFICATION OF REVIEW	
<i>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.</i>	
Employee Signature	Date
Manager Signature	Date

