



# ACROBAT OUTSOURCING TSC GROUP

## Employee Performance Review

### EMPLOYEE INFORMATION

Employee Name Raymond Harden Date of Review 5/20/2019  
Job Title AM Porter/Trainer Date  
Department TuckShop Porter Team Manager Jaime Barnhart  
Review Period 5/21/18 to 5/21/19

### RATINGS

	1 Unacceptable	1.5	2 Needs Improvement	2.5	3 Meets Expectations	3.5	4 Exceeds Expectation	4.5	5 Outstanding
<b>Work Quality &amp; Job Knowledge</b>									
Technical Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments/ Specific Accomplishments	Ray is able to fill in and perform all porter team roles. He is a great asset to the team								
Work Quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments/ Specific Accomplishments	Ray is thoughtful during all task assignments and consistently completes and fulfills his responsibilities.								
Job Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments/ Specific Accomplishments	Ray has knowledge of responsibilities for all job positions on the porter team. He is one of our designated								
Creativity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments/ Specific Accomplishments	Ray is very thoughtful in finding new creative ways to help train incoming team members								
Productivity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments/ Specific Accomplishments									
<b>Dependability</b>									
Attendance/Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments/ Specific Accomplishments	Ray has very few call-outs and is frequently early so he's ready to go at his shift start time.								
Reliability/Timeliness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments/ Specific Accomplishments	While Ray could work a little faster, we appreciate his work quality over speed. He is still consistently able to								
Consistency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments/ Specific Accomplishments	Ray oftentimes remembers the correct way to do things, so he can pass it onto the team. He also makes a								
<b>Professionalism</b>									
Teamwork	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments/ Specific Accomplishments	Ray is the ultimate team player and will even volunteer to help cover before being asked. Amazing at this!								
Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments/ Specific Accomplishments	Ray makes a great effort to use the correct verbiage when communicating to limit mistakes. He can benefit from continuing to practice this								
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments/ Specific Accomplishments	Ray is the first to volunteer to help a teammate. He is able to identify who needs more help and makes a								
Time Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments/ Specific Accomplishments	Ray is able to manage his time appropriately and will also inquire about a new team mates break times to help ensure they stay on track.								
<b>Overall Rating</b>									
Work Quality & Job Knowledge	3.3		Dependability	3.7		Professionalism	3.6		Average Rating 3.5 - slightly exceeds

### EVALUATION

Additional Comments Ray is a tremendous asset to the team. A great team player and very reliable. His positive attitude has been very valuable and the entire team benefits from his presence  
Action Plan It would be beneficial for Ray to continue to practice using precise language and words to train new team members. There are solid plans in place for Ray to supervise a small team to operate compactors for Recology and assist in managing storage

### VERIFICATION OF REVIEWS

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  
Manager Signature

Date  
Date

5/22/19  
5/22/19