



# ACROBAT OUTSOURCING

## TSC GROUP

### Employee Performance Review

#### EMPLOYEE INFORMATION

Employee Name Gina Walker

Date of Review 7/3/19

Job Title AM Porter

Date 07/03/19

Department FOH

Manager Jaime B.

Review Period 12/17/18

to 07/03/19

#### RATINGS

1  
Unacceptable

1.5  
Needs Improvement

2  
Meets Expectations

3.5  
Exceeds Expectation

4  
4.5

5  
Outstanding

#### Work Quality & Job Knowledge

Technical Ability

Comments/  
Specific Accomplishments

Work Quality

Comments/  
Specific Accomplishments

Job Knowledge

Comments/  
Specific Accomplishments

Creativity

Comments/  
Specific Accomplishments

Productivity

Comments/  
Specific Accomplishments

Can't be thankful enough! Thank you for keeping eye on others team members!

1  
Unacceptable

1.5  
Needs Improvement

2  
Meets Expectations

3.5  
Exceeds Expectation

4  
5  
Outstanding

#### Dependability

Attendance/Punctuality

Comments/  
Specific Accomplishments

Always on time! Great attendance.

Reliability/Timeliness

Comments/  
Specific Accomplishments

Appreciate availability to work on your own without micromanaging. Word trusted team player!

Consistency

Comments/  
Specific Accomplishments

1  
Unacceptable

1.5  
Needs Improvement

2  
Meets Expectations

3.5  
Exceeds Expectation

4  
5  
Outstanding

#### Professionalism

Teamwork

Comments/  
Specific Accomplishments

Amazing Team Player! Great attitude!

Communication

Comments/  
Specific Accomplishments

Appreciate all updates and your detailed notices!

Initiative

Comments/  
Specific Accomplishments

Thank you for staying busy, maintaining floors and being on top of multiple tasks.

Time Management

Comments/  
Specific Accomplishments

Always on time!

Work Quality & Job Knowledge 4.5

Dependability 5

Professionalism 4.5

Average Rating 4.5

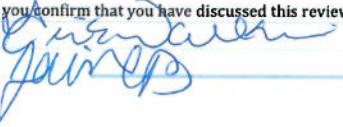
#### EVALUATION

Additional Comments Gina, we are thankful and happy to have you on our team! It's been amazing working with you! Appreciate your positive attitude and willingness to help!

Action Plan Looking forward to work on improving and increasing your managerial knowledge and skills, training talent, and cross-training procedures with new employees! Looking forward to work together in Owens, get prepared for move! Please provide raise for \$1 to bring her up to

#### 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 

Date 7-3-19

Manager Signature 

Date 07/03/19