



ACROBAT OUTSOURCING TSC GROUP

Employee Performance Review

EMPLOYEE INFORMATION

Employee Name Gina Walker

Job Title AM Porter

Department FOH

Review Period 12/17/18 to 07/03/19

Date of Review 7/3/19

Date 07/03/19

Manager Jaime B.

RATINGS

1	1.5	2	2.5	3	3.5	4	4.5	5
Unacceptable		Needs Improvement		Meets Expectations		Exceeds Expectation		Outstanding

Work Quality & Job Knowledge								
Technical Ability	<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								
Work Quality	<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	Very attentive and detailed!							
Job Knowledge	<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"/>
Comments/ Specific Accomplishments	Can't be thankful enough! Keep up with great job and keeping standards high!							
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"/>
Comments/ Specific Accomplishments	Great job! There is always new horizons to reach! Excited continue working with you!							
Productivity	<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"/>
Comments/ Specific Accomplishments	Can't be thankful enough! Thank you for keeping eye on others team members!							

1	1.5	2	2.5	3	3.5	4	4.5	5
Unacceptable		Needs Improvement		Meets Expectations		Exceeds Expectation		Outstanding

Dependability								
Attendance/Punctuality	<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"/>
Comments/ Specific Accomplishments	Always on time! Great attendance.							
Reliability/Timeliness	<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"/>
Comments/ Specific Accomplishments	Appreciate availability to work on your own without micromanaging. Word trusted team player!							
Consistency	<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"/>
Comments/ Specific Accomplishments								

1	1.5	2	2.5	3	3.5	4	4.5	5
Unacceptable		Needs Improvement		Meets Expectations		Exceeds Expectation		Outstanding

Professionalism								
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"/>
Comments/ Specific Accomplishments	Amazing Team Player! Great attitude!							
Communication	<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"/>
Comments/ Specific Accomplishments	Appreciate all updates and your detailed notices!							
Initiative	<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"/>
Comments/ Specific Accomplishments	Thank you for staying busy, maintaining floors and being on top of multiple tasks.							
Time Management	<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"/>
Comments/ Specific Accomplishments	Always on time!							

Overall Rating								
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

Manager Signatur

Date

Date 07/03/19