



ACROBAT OUTSOURCING TSC GROUP

Employee Performance Review

EMPLOYEE INFORMATION

Employee Name Mizuho Ishida

Date of Review

3/18/19

Job Title Pastry

Date

Department

Manager Jaime

Review Period _____ to _____

RATINGS

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

	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="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments/ Specific Accomplishments	Good technical ability for current role, learns recipes quickly								
Work Quality	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments/ Specific Accomplishments	Good performance for tasks given, with very few exceptions								
Job Knowledge	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments/ Specific Accomplishments	Good for current role, quick learner, and asks questions when unsure								
Creativity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments/ Specific Accomplishments	Ideas for flavor combinations are good, might want to focus on coming up with Ideas for new items as well								
Productivity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments/ Specific Accomplishments	could improve on productivity by being slightly faster (this will come with time), but without sacrificing quality, you have a good eye for detail								

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

	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="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments/ Specific Accomplishments	Very reliable, punctual and always on time								
Reliability/Timeliness	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments/ Specific Accomplishments	reliable results, meticulous and you focus on the quality								
Consistency	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments/ Specific Accomplishments	Your products are very consistent, and we can always know to expect high quality results								

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

	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="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments/ Specific Accomplishments	very team oriented, always willing to work along teammates, and willing to come in early if needed								
Communication	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments/ Specific Accomplishments	very communicative, always asking questions								
Initiative	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments/ Specific Accomplishments	shows good initiative in changing flavors of items, and very good initiative for organizing your work (i.e. personal prep list)								
Time Management	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments/ Specific Accomplishments	Plans and organizes well, and makes time management easier by staying on top of things, working on speed could also help with this as well								

Overall Rating
Work Quality & Job Knowledge _____ Dependability _____ Professionalism _____ Average Rating _____

EVALUATION

Additional Comments	Mizuho has done a great job transition into this job and her performance is very consistent
Action Plan	Pushing out of your comfort zone, improving on speed and creativity in terms of new menu items and recipes

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 *Mizuho Ishida*

Date 3/18/19

Manager Signature *Jaime*

Date 3/18/19