



# ACROBAT OUTSOURCING TSC GROUP

## Employee Performance Review

### EMPLOYEE INFORMATION

Employee Name Megan Wong

Date of Review

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
<b>Work Quality &amp; Job Knowledge</b>									
Technical Ability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments/ Specific Accomplishments	Good level for current role, generally picks up on things quickly								
Work Quality	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments/ Specific Accomplishments	Generally consistently good, with few exceptions. Issues with not testing recipes prior to making them into an official menu item								
Job Knowledge	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments/ Specific Accomplishments	Good for current role, will improve with time and knowledge expansion								
Creativity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments/ Specific Accomplishments	Good ideas for changing flavors of items, can be more creative with menu item ideas, push boundaries of items for second lunch dessert								
Productivity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments/ Specific Accomplishments	Productivity could improve if multitasking when talking, instead of stopping production to talk								
	1	1.5	2	2.5	3	3.5	4	4.5	5
	Unacceptable		Needs Improvement		Meets Expectations		Exceeds Expectation		Outstanding
<b>Dependability</b>									
Attendance/Punctuality	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments/ Specific Accomplishments	attendance is good, doesn't call out often late								
Reliability/Timeliness	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments/ Specific Accomplishments	consistently on time, with few exceptions, focus on being back on time from breaks								
Consistency	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments/ Specific Accomplishments	good consistency, reliable for production								
	1	1.5	2	2.5	3	3.5	4	4.5	5
	Unacceptable		Needs Improvement		Meets Expectations		Exceeds Expectation		Outstanding
<b>Professionalism</b>									
Teamwork	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments/ Specific Accomplishments	good team player, great attitude when it comes to helping teammates, always happy to come in early when asked								
Communication	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments/ Specific Accomplishments	Generally good communication, always reaches out when running late, doesn't communicate dish details in a timely manner, ingredient list not accurate								
Initiative	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments/ Specific Accomplishments	good initiative with flavor changes for lunch items,								
Time Management	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments/ Specific Accomplishments	involving productivity as well, focusing better on the task at hand will assist in improving in this area								
<b>Overall Rating</b>									
Work Quality & Job Knowledge <u>3</u> Dependability <u>3</u> Professionalism <u>3</u> Average Rating <u>3</u>									

### EVALUATION

Additional Comments Great member of the team over the last year, great potential

Action Plan Would like to see you grow and improve in the areas above

### 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

Manager Signature

Date

*Jaime*

07/18/19  
7/18/19