



# ACROBAT OUTSOURCING TSC GROUP

## Employee Performance Review

### EMPLOYEE INFORMATION

Employee Name Traveon Baker

Job Title Prep

Date of Review

Date 7/11/19

Department Kitchen

Manager Jaime

Review Period

to

### RATINGS

|   | 1<br>Unacceptable  | 1.5                   | 2<br>Needs Improvement | 2.5                              | 3<br>Meets Expectations | 3.5                   | 4<br>Exceeds Expectation | 4.5                   | 5<br>Outstanding      |
|---|--|-----------------------|------------------------|----------------------------------|-------------------------|-----------------------|--------------------------|-----------------------|-----------------------|
| <b>Work Quality &amp; Job Knowledge</b> |  |                       |                        |                                  |                         |                       |                          |                       |                       |
| Technical Ability                       | <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"/> | <input type="radio"/> |
| Comments/<br>Specific Accomplishments   | Needs to work his speed and consistency                  |                       |                        |                                  |                         |                       |                          |                       |                       |
| Work Quality                            | <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"/> | <input type="radio"/> |
| Comments/<br>Specific Accomplishments   | Needs to work his on his knife cuts                      |                       |                        |                                  |                         |                       |                          |                       |                       |
| Job Knowledge                           | <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"/> | <input type="radio"/> |
| Comments/<br>Specific Accomplishments   | He has basic knowledge but has room to improve           |                       |                        |                                  |                         |                       |                          |                       |                       |
| Creativity                              | <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"/> | <input type="radio"/> |
| Comments/<br>Specific Accomplishments   | Lacks creativity but this comes with time                |                       |                        |                                  |                         |                       |                          |                       |                       |
| Productivity                            | <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"/> | <input type="radio"/> |
| Comments/<br>Specific Accomplishments   | Would like to see him push himself to be more productive |                       |                        |                                  |                         |                       |                          |                       |                       |

|                                       | 1<br>Unacceptable  | 1.5                   | 2<br>Needs Improvement | 2.5                              | 3<br>Meets Expectations | 3.5                   | 4<br>Exceeds Expectation | 4.5                   | 5<br>Outstanding      |
|---------------------------------------|--|-----------------------|------------------------|----------------------------------|-------------------------|-----------------------|--------------------------|-----------------------|-----------------------|
| <b>Dependability</b>                  |  |                       |                        |                                  |                         |                       |                          |                       |                       |
| Attendance/Punctuality                | <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"/> | <input type="radio"/> |
| Comments/<br>Specific Accomplishments | When he is here he is on time  |                       |                        |                                  |                         |                       |                          |                       |                       |
| Reliability/Timeliness                | <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"/> | <input type="radio"/> |
| Comments/<br>Specific Accomplishments | We can count on him to be here for his shift or letting us know when he cant make it |                       |                        |                                  |                         |                       |                          |                       |                       |
| Consistency                           | <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"/> | <input type="radio"/> |
| Comments/<br>Specific Accomplishments | He is pretty consistant in this area and we always know what to expect from him      |                       |                        |                                  |                         |                       |                          |                       |                       |

|                                       | 1<br>Unacceptable  | 1.5                   | 2<br>Needs Improvement | 2.5                              | 3<br>Meets Expectations | 3.5                   | 4<br>Exceeds Expectation | 4.5                   | 5<br>Outstanding      |
|---------------------------------------|--|-----------------------|------------------------|----------------------------------|-------------------------|-----------------------|--------------------------|-----------------------|-----------------------|
| <b>Professionalism</b>                |  |                       |                        |                                  |                         |                       |                          |                       |                       |
| Teamwork                              | <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"/> | <input type="radio"/> |
| Comments/<br>Specific Accomplishments | He works well with the team and is flexible to help where needed |                       |                        |                                  |                         |                       |                          |                       |                       |
| Communication                         | <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"/> | <input type="radio"/> |
| Comments/<br>Specific Accomplishments | He needs to work on communicating when thing don't look right    |                       |                        |                                  |                         |                       |                          |                       |                       |
| Initiative                            | <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"/> | <input type="radio"/> |
| Comments/<br>Specific Accomplishments | would like to see him be more proactive                          |                       |                        |                                  |                         |                       |                          |                       |                       |
| Time Management                       | <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"/> | <input type="radio"/> |
| Comments/<br>Specific Accomplishments | Needs to learn how to cut time from his day to day tasks         |                       |                        |                                  |                         |                       |                          |                       |                       |

Overall Rating  
 Work Quality & Job Knowledge 2.5 Dependability 3.5 Professionalism 2.5 Average Rating 3

### EVALUATION

Additional Comments At his level he needs to be more focused on his work and push himself to keep on learning.

Action Plan Keeping his head down and getting to work will help as well as taking notes throughout the day.

### 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

7/11/19

7/17/19