



ACROBAT OUTSOURCING

TSC GROUP

Employee Performance Review

EMPLOYEE INFORMATION

Employee Name Leyda Diaz Palacios

Date of Review 9/13/2019

Job Title Prep Cook

Date 9/17/2019

Department Tuck Shop

Manager *[Signature]*

Review Period July 13, 2019

to Sep 13, 2019

Jaimie Barnhart

RATINGS

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

Leyda completes her projects in a timely manner and is always looking for more projects to help with.

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

	Dependability								
Attendance/Punctuality	<input type="radio"/>								
Comments/ Specific Accomplishments									
Reliability/Timeliness	<input type="radio"/>								
Comments/ Specific Accomplishments									
Consistency	<input type="radio"/>								
Comments/ Specific Accomplishments									

Leyda is never late and is always flexible with coming in at earlier hours if needed.

We can always rely on Leyda to be punctual.

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

	Professionalism								
Teamwork	<input type="radio"/>								
Comments/ Specific Accomplishments									
Communication	<input type="radio"/>								
Comments/ Specific Accomplishments									
Initiative	<input type="radio"/>								
Comments/ Specific Accomplishments									
Time Management	<input type="radio"/>								
Comments/ Specific Accomplishments									

Leyda works well with everyone on our team and is always willing to jump into projects no matter what they may be.

Leyda will never be found standing around or waiting for a new task. She actively finds new work to stay busy and help the team.

	Work Quality & Job Knowledge	3	Dependability	4	Overall Rating	Professionalism	3.5	Average Rating	3.5
--	------------------------------	---	---------------	---	----------------	-----------------	-----	----------------	-----

EVALUATION

Additional Comments Leyda is a hard worker and great addition to our team. She is a valued teammate and continues to positively contribute to our operation as a whole.

Action Plan To transition Leyda into more creative cooking beyond prep and enhance her skillset.

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 *[Signature]*

Manager Signature *[Signature]*

Date

Date

9/17/2019