



ACROBAT OUTSOURCING

TSC GROUP

Employee Performance Review

EMPLOYEE INFORMATION

Employee Name Kevin Dunkelberger

Job Title Porter

Department Tuck Shop Operations

Review Period March 2019

to September 2019

Date of Review

Date 09.16.2019

Manager Jaime Barnhart

RATINGS

1
Unacceptable

1.5
Needs Improvement

2
Meets Expectations

2.5
3
3.5

4
Exceeds Expectation

4.5
5
Outstanding

Work Quality & Job Knowledge

Technical Ability

Comments/
Specific Accomplishments

Kevin completes tasks in a complete and proficient manner. Sanitation practices are consistently followed.

Work Quality

Comments/
Specific Accomplishments

Quality of work is detail oriented and demonstrate a genuine care for the work at hand.

Job Knowledge

Comments/
Specific Accomplishments

Kevin's has a rounded understanding of the operation as a whole and can cover many different duties within Tuck Shop. This skillset has allowed Kevin to be a great leader, teacher, and mentor.

Creativity

Comments/
Specific Accomplishments

Kevin is great at describing work during training others. As his next step, he can work on being more hands-off and guiding the person towards making the right decisions during training.

Productivity

Comments/
Specific Accomplishments

Kevin is consistently on task and looks for new projects that need to be tackled. He works thoroughly and efficiently.

1
Unacceptable

1.5
Needs Improvement

2
Meets Expectations

2.5
3
3.5

4
Exceeds Expectation

4.5
5
Outstanding

Dependability

Attendance/Punctuality

Comments/
Specific Accomplishments

Kevin is consistent with regard to his punctuality and attendance.

Reliability/Timeliness

Comments/
Specific Accomplishments

Kevin always executes tasks in a timely manner is a very reliable member of the team.

Consistency

Comments/
Specific Accomplishments

The quality of Kevin's work is consistently of high quality. Weekly duties are consistently self-managed and executed in their entirety without much guidance.

1
Unacceptable

1.5
Needs Improvement

2
Meets Expectations

2.5
3
3.5

4
Exceeds Expectation

4.5
5
Outstanding

Professionalism

Teamwork

Comments/
Specific Accomplishments

Kevin is a team player and plays a key role in coaching and training fellow porters. He consistently is willing to stay longer to help the team and is happy to fill in where needed.

Communication

Comments/
Specific Accomplishments

Kevin goes above and beyond to communicate successes and concerns in order to better the team and community.

Initiative

Comments/
Specific Accomplishments

Kevin takes the initiative to help others, fill in the gaps, and elevate the overall program at Tuck Shop.

Time Management

Comments/
Specific Accomplishments

Kevin is proficient in completing tasks within a given period. Additional push can lead to greater growth and productivity.

Overall Rating

Work Quality & Job Knowledge 3.5

Dependability 3.6

Professionalism 4

Average Rating 3.7

EVALUATION

Additional Comments	Kevin embodies the cornerstones of the porter team (safety, presentation, service, communication). He is someone that managers can turn to for support and leadership.
Action Plan	Allow Kevin to continue to grow as a leader and help demonstrate other leadership styles to grow his arsenal as a hospitality professional. Regular 1:1 meetings with management will speak to his continued progress and growth.

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]

Date 6/18/19

9/18/19

Manager Signature

Date 6/18/19

9/18/19