



ACROBAT OUTSOURCING TSC GROUP

Employee Performance Review

EMPLOYEE INFORMATION	
Employee Name Kevin Dunkelberger	Date of Review
Job Title Porter	Date 09.16.2019
Department Tuck Shop Operations	Manager Jaime Barnhart
Review Period March 2019	to September 2019

RATINGS		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="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Comments/ Specific Accomplishments	Kevin completes tasks in a complete and proficient manner. Sanitation practices are consistently followed.										
Work Quality		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Comments/ Specific Accomplishments	Quality of work is detail oriented and demonstrate a genuine care for the work at hand.										
Job Knowledge		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Comments/ Specific Accomplishments	Kevin is consistently on task and looks for new projects that need to be tackled. He works thoroughly and efficiently.										
Dependability											
Attendance/Punctuality		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Comments/ Specific Accomplishments	Kevin is consistent with regard to his punctuality and attendance.										
Reliability/Timeliness		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Comments/ Specific Accomplishments	Kevin always executes tasks in a timely manner is a very reliable member of the team.										
Consistency		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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.										
Professionalism											
Teamwork		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Comments/ Specific Accomplishments	Kevin goes above and beyond to communicate successes and concerns in order to better the team and community.										
Initiative		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Comments/ Specific Accomplishments	Kevin takes the initiative to help others, fill in the gaps, and elevate the overall program at Tuck Shop.										
Time Management		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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	Date 9/18/19
Manager Signature	Date 9/18/19