



# ACROBAT OUTSOURCING

## TSC GROUP

### Employee Performance Review

#### EMPLOYEE INFORMATION

Employee Name Mory Fofana

Job Title AM Porter

Department FOH

Review Period 7/26/19

to 9/16/19

Date of Review

Date 09/16/19

Manager

*Jaimie Barnhart*

#### RATINGS

	1 Unacceptable	1.5 Needs Improvement	2 Meets Expectations	2.5 Exceeds Expectation	3 Outstanding
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#### 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									
Great attendance, always clock in / out .									
Work Quality									
Comments/ Specific Accomplishments									
Tasks usually completed! Appreciate your help and work! If you have questions please check in with managers, we'll explain the right way to complete tasks.									
Job Knowledge									
Comments/ Specific Accomplishments									
Mory, please keep up with good job and following managers directions. Please stay focus and don't get distracted by your phone, all private calls can be done over your breaks									
Creativity									
Comments/ Specific Accomplishments									
Good intentions, but not always meeting management expectations. Just please share your ideas first with the managers and after try new ways. We are here to support and train, work together!									
Productivity									
Comments/ Specific Accomplishments									
Good work. Let's improve efficiency, timing and following given directions from the managers. Less being on the phone, using stairs as well and not waiting for long time for service elevator while not carrying anything (free hands).									

	1 Unacceptable	1.5 Needs Improvement	2 Meets Expectations	2.5 Exceeds Expectation	3 Outstanding
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#### Dependability

Attendance/Punctuality	<input type="checkbox"/>	<input checked="" type="checkbox"/>							
Comments/ Specific Accomplishments									
Great attendance . Please don't clock in 15 minutes earlier than your shift.									
Reliability/Timeliness									
Comments/ Specific Accomplishments									
Needs double check of his work. If not sure - ask questions please, happy to train and work hand by hand together !									
Consistency									
Comments/ Specific Accomplishments									
Basic tasks completed consistently, but due to moving to the new building - hard time to adjust for new operations and directions.									

	1 Unacceptable	1.5 Needs Improvement	2 Meets Expectations	2.5 Exceeds Expectation	3 Outstanding
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#### Professionalism

Teamwork	<input type="checkbox"/>								
Comments/ Specific Accomplishments									
Always happy to help. Please be receivable for Team Leads given tasks or corrections, don't need to react aggressively. We all here to support. again any concerns or misunderstanding - please check in with your manager									
Communication									
Comments/ Specific Accomplishments									
Mostly respectful, let's keep up to being respectful to everyone. Appreciate work you do.									
Initiative									
Comments/ Specific Accomplishments									
Appreciate that you trying to keep your self busy during downtime.									
Time Management									
Comments/ Specific Accomplishments									
Needs to improve! Taking too long to complete tasks. Use different elevators, use stairs, set up alarms.									

#### Overall Rating

Work Quality & Job Knowledge 2.5      Dependability 3      Professionalism 4

Average Rating 3

#### EVALUATION

Additional Comments	Appreciate Mory's attendance, and trying to meet managers expectation. Working hard.
Action Plan	Please let's stay focus and working on improving efficiency and timing. As we increased our minimum start - Mory's pay rate will be \$18 per hour. Should be effective since 09/12/19

#### 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 *attn. Jaimie B*

Date 9/19/19

Manager Signature *Jaimie B*

Date 9/19/19