



# ACROBAT OUTSOURCING

## TSC GROUP

### Employee Performance Review

#### EMPLOYEE INFORMATION

Employee Name Anna Shova

Job Title Food and Beverage Operations Coordinator

Date of Review

Date 9/18/19

Department Tuck Shop

Manager Connie Colica

Review Period 6/11/19

to 9/11/19

#### 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Comments/ Specific Accomplishments	Anya is highly skilled at leading a team and overall operations of a food and beverage program. Our team have benefited from her leadership and guidance. She is a great asset to the organization.									
Work Quality	<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"/>	<input type="checkbox"/>	
Comments/ Specific Accomplishments	Anya's quality of work is consistently above and beyond. She is very thorough and consistently follows through on all her tasks.									
Job Knowledge	<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"/>	<input checked="" type="checkbox"/>	
Comments/ Specific Accomplishments	Anya's knowledge and experience is from the best of the best. She brings with her a high quality experience that she is very generous about sharing her knowledge with the team. It is a great bonus to have her connections and knowledge under our roof.									
Creativity	<input type="checkbox"/>	Anya is very creative when thinking of different ways to teach or show a team member how to do something. While she is not afraid to take risks, she is always thinking of the best way to do things.								
Comments/ Specific Accomplishments	Anya is very creative when thinking of different ways to teach or show a team member how to do something. While she is not afraid to take risks, she is always thinking of the best way to do things.									
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	Oftentimes, Anya's priority is to be productive and efficient and it's great that this extends to how she leads her team. She likes to lead by example, which is good, but can be a little over productive, and quirky hands on. She can benefit by learning to delegate tasks to others.									

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#### Dependability

Attendance/Punctuality	<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	Never an issue with Anya! Super reliable and never late. We are so fortunate to have someone so dependable.								
Reliability/Timeliness	<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	Anya is consistently ahead on her timeline. For someone who has a lot on her plate, she is super responsive in communications and follow through.								
Consistency	<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"/>	<input type="checkbox"/>
Comments/ Specific Accomplishments	Anya is very consistent in her performance. She has a lot on her plate and to be able to keep up with the level of performance she has showcased, says a lot about her work ethic. It would actually help for her to find some balance and accent that.								

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#### Professionalism

Teamwork	<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	Anya frequently jumps in to help the team. Her teamwork values are unprecedented.									
Communication	<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"/>	<input type="checkbox"/>	
Comments/ Specific Accomplishments	Anya oftentimes leads the communications between our management team. She does a great job making sure the managers are looped in, and she is good about using Dropbox Paper and email to communicate notes and recaps. During her time here, she has already improved in prioritizing what is important to mention in her directions and what she can leave out.									
Initiative	<input type="checkbox"/>	Any projects I have handed to Anya, she has been able to take initiatives to improve its process. When I assigned Anya to oversee the Green Kitchen, she took it upon herself to meet with the vendor and analyze data.								
Comments/ Specific Accomplishments	Any projects I have handed to Anya, she has been able to take initiatives to improve its process. When I assigned Anya to oversee the Green Kitchen, she took it upon herself to meet with the vendor and analyze data.									
Time Management	<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	Anya is an expert multitasker and can get anything that is needed--done! She consistently over-performs and works very hard, and it would be beneficial for her to manage her own down-time, and please rely on other managers and team leads to take over so she can have a bit more time.									

Overall Rating **4.6**

Average Rating **4.6**

#### EVALUATION

Additional Comments	Anyा's performance has far exceeded expectations. She has taken over her role and responsibilities with determination and pride. We are very lucky to have her level of experience, great judgement, and decision making expertise on our team. I feel a great weight off my shoulders knowing that the team respects her and looks to her for guidance.
Action Plan	Anya is a phenomenal manager who is very focused on coordinating the team so that they complete their tasks efficiently. She is a very hands on leader, and is great at leading by example. It would benefit her to find some balance by showing/setting the example, and afterwards, letting go a little by relying on her team leads. This would also teach the team that Anya is not expected to "bail them out of work" every time they fall behind. Anya should also keep up with the great attitude and positive demeanor she leads the team with.

VERIFICATION OF REVIEW	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.
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Employee Signature

Manager Signature

Date **10/03/19** 9/24/19

Date **10/03/19** 9/24/19