



ACROBAT OUTSOURCING

TSC GROUP

Employee Performance Review

EMPLOYEE INFORMATION

Employee Name Robert Smith

Date of Review

Job Title AM Porter

Date 09/13/19

Department FOH / Recology

Manager

Review Period 6/4/19

to 9/13/19

Jaimie B.

RATINGS

1
Unacceptable

1.5
Needs Improvement

2
Meets Expectations

3.5
Exceeds Expectation

4.5

5
Outstanding

Work Quality & Job Knowledge

Technical Ability

Comments/
Specific Accomplishments

Meeting all our expectations! Thankful for hard work you do!

Work Quality

Comments/
Specific Accomplishments

Great job! Let's work on being attentive on details, improving communication between managers and team. So much appreciate your amazing attitude and being able working independently!

Job Knowledge

Comments/
Specific Accomplishments

RELYING ON YOU 100 % thank you! Safety first - as a reminder!

Creativity

Comments/
Specific Accomplishments

Love when you come up with new ideas! Share with us so we can approve! Appreciate a lot your try to be as much efficient as possible!

Productivity

Comments/
Specific Accomplishments

Always productive performance! Let's stay focus! Keep up with great, clean work!

1
Unacceptable

1.5
Needs Improvement

2
Meets Expectations

3.5
Exceeds Expectation

4.5

5
Outstanding

Dependability

Attendance/Punctuality

Comments/
Specific Accomplishments

Please check in with me when you starting day. You can text or stop by Starship, will much appreciate!

Reliability/Timeliness

Comments/
Specific Accomplishments

Very reliable!

Consistency

Comments/
Specific Accomplishments

Good job always! Remember - you presenting Porters and Tuck Shop team, be mindful and attentive!

1
Unacceptable

1.5
Needs Improvement

2
Meets Expectations

3.5
Exceeds Expectation

4.5

5
Outstanding

Professionalism

Teamwork

Comments/
Specific Accomplishments

Team Player - Big time! Thank you for being flexible and assisting when we needed it! Remember we are here for you too!

Communication

Comments/
Specific Accomplishments

Please share more if you have questions or concerns! We are here to support!

Initiative

Comments/
Specific Accomplishments

I love the idea of setting up alarm so you can be on Porters meetings on time! Love it! Thank you a lot!

Time Management

Comments/
Specific Accomplishments

Let's try to work on timing! Let's try to stick to the breaks schedule, if you are behind due to big amount of work - ask for help, Cruz is your partner! Team work! Schedule is important!

Overall Rating

Work Quality & Job Knowledge 4.5

Dependability 4.5

Professionalism 4

Average Rating 4

EVALUATION

Additional Comments

Robert, let's work on improving communication with Managers, Team. You are not alone, we have team to help you the same as you helping team! Let's meet breaks schedules and check in with managers in the morning!

Action Plan

Please provide Robert raise \$1 starting 09/16/19 - \$19 per hour. Thank you for your hard work !

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

Robert Smith

Date

Date 9/24/19

Manager Signature