

Acrobat

outsourcing
Your Hospitality Staffing Professionals

Employee Performance Review

EMPLOYEE INFORMATION		Date of Review								
Employee Name	Andrew Arceo	Date	10 June 2019							
Job Title	Salad Lead	Manager	Stephanie Doane							
Department										
Review Period	90 day → later overdue by 2 months									
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	☐	☐	☐	☐	☐	☐	☒	☐	☐	
Comments/ Specific Accomplishments	taste your food/all salads more often during service									
Work Quality	☐	☐	☐	☐	☐	☐	☒	☐	☐	
Comments/ Specific Accomplishments										
Job Knowledge	☐	☐	☐	☐	☐	☒	☐	☐	☐	
Comments/ Specific Accomplishments	Work on becoming more directive with your staff.									
Creativity	☐	☐	☐	☐	☐	☒	☐	☐	☐	
Comments/ Specific Accomplishments	- use culinary knowledge in more food applications - don't be afraid to go outside the box									
Productivity	☐	☐	☐	☐	☐	☒	☐	☐	☐	
Comments/ Specific Accomplishments										
	1	1.5	2	2.5	3	3.5	4	4.5	5	
	Unacceptable		Needs Improvement		Meets Expectations		Exceeds Expectation		Outstanding	
Dependability										
Attendance/Punctuality	☐	☐	☐	☐	☐	☐	☐	☐	☒	
Comments/ Specific Accomplishments										
Reliability/Timeliness	☐	☐	☐	☐	☐	☐	☐	☐	☒	
Comments/ Specific Accomplishments										
Consistency	☐	☐	☐	☐	☐	☐	☐	☐	☒	
Comments/ Specific Accomplishments										
	1	1.5	2	2.5	3	3.5	4	4.5	5	
	Unacceptable		Needs Improvement		Meets Expectations		Exceeds Expectation		Outstanding	
Professionalism										
Teamwork	☐	☐	☐	☐	☐	☐	☐	☐	☒	
Comments/ Specific Accomplishments										
Communication	☐	☐	☐	☐	☐	☐	☐	☒	☐	
Comments/ Specific Accomplishments										
Initiative	☐	☐	☐	☐	☐	☐	☒	☐	☐	
Comments/ Specific Accomplishments										
Time Management	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Comments/ Specific Accomplishments	Make sure you + your team are ready or know when to ask for help. Its better to start fast + furious then slow down									
Overall Rating										
Work Quality & Job Knowledge Dependability Professionalism Average Rating										
EVALUATION										
Additional Comments										
Action Plan										
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										
Manager Signature										
Date										
Date										

\$24.00