

# Acrobat

outsourcing  
Your Hospitality Staffing Professionals

## Employee Performance Review

EMPLOYEE INFORMATION		Date of Review August 13th	
Employee Name	Mike Chavez	Date	
Job Title	Line Server	Manager	Zachary Ferreira/Stephanie Dorne
Department			
Review Period	90 day 8/7/19 to 8/17/19		
<b>RATINGS</b>			
	1	1.5	2
	2.5	3	3.5
	4	4.5	5
	Unacceptable	Needs Improvement	Meets Expectations
	Exceeds Expectation		
	Outstanding		
<b>Work Quality &amp; Job Knowledge</b>			
Technical Ability			
Comments/ Specific Accomplishments			
Work Quality			
Comments/ Specific Accomplishments			
Job Knowledge			
Comments/ Specific Accomplishments			
Creativity			
Comments/ Specific Accomplishments			
Productivity			
Comments/ Specific Accomplishments			
<b>Dependability</b>			
Attendance/Punctuality			
Comments/ Specific Accomplishments			
Reliability/Timeliness			
Comments/ Specific Accomplishments			
Consistency			
Comments/ Specific Accomplishments			
<b>Professionalism</b>			
Teamwork			
Comments/ Specific Accomplishments			
Communication			
Comments/ Specific Accomplishments			
Initiative			
Comments/ Specific Accomplishments			
Time Management			
Comments/ Specific Accomplishments			
<b>Overall Rating</b>			
Work Quality & Job Knowledge	Dependability	Professionalism	Average Rating
<b>EVALUATION</b>			
Additional Comments: You have a great attitude and work hard. Thank you for all your work.			
Action Plan			
<b>VERIFICATION OF REVIEWS</b>			
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	8-14-19
Manager Signature		Date	8/13/19