

**Acrobat**  
outsourcing  
Your Hospitality Staffing Professionals

Employee Performance Review

**EMPLOYEE INFORMATION**

Employee Name Mike Chavez  
Job Title Line Server

Department

Review Period 90 day 9/1/19 to 8/17/19

**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

Work Quality

Comments/  
Specific Accomplishments

Job Knowledge

Comments/  
Specific Accomplishments

Creativity

Comments/  
Specific Accomplishments

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

**Overall Rating**

**Average Rating**

**EVALUATION**

Additional Comments

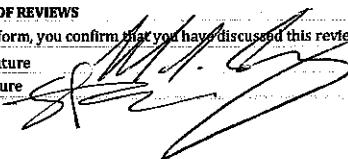
You have a great attitude and work hard.  
Thank you for all your work.

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



Date 8/14/19

Manager Signature

Date 8/13/19