

Employee Performance Review

EMPLOYEE INFORMATION		Date of Review
Employee Name	Jeremy Denari	8/13/19
Job Title	Half line cook	Date
Department		Manager
Review Period	90 day review	Stephanie Doane

	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	More focus on completing completing projects from start to finish, as well as being consistent the the way through the project								
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	Good team player, but improvement can happen in the your individual contribution to overall lunch service								
Communication	☐	☐	☐	☐	☒	☐	☐	☐	☐
Comments/ Specific Accomplishments	Be more attentive to what people are saying in regards to your projects. There's a difference difference between open dialogue (inquiring), it would X time and place for behavior help for you to hone your skills on								
Initiative	☐	☐	☐	☐	☒	☐	☐	☐	☐
Comments/ Specific Accomplishments	you work hard, you could X help yourself become more efficient when it is the right time.								
Time Management	☐	☐	☐	☐	☒	☐	☐	☐	☐
Comments/ Specific Accomplishments									

	1	1.5	2	2.5	3	3.5	4	4.5	5
	Unacceptable		Needs Improvement		Meets Expectations		Exceeds Expectation		Outstanding
Overall Rating									
Work Quality & Job Knowledge									
Dependability									
Professionalism									
Average Rating									

EVALUATION	
Additional Comments	Attendance, Reliability, Consistency should be 5's not 4's, never been late
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
Manager Signature	Date