

Acrobat

outsourcing
Your Hospitality Staffing Professionals

Employee Performance Review

EMPLOYEE INFORMATION		Date of Review
Employee Name	AHMED McPETERS	8/12/19
Job Title		Date
Department		Manager

Review Period _____ to _____

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	AHMED POSSESSES VAST PRODUCT KNOWLEDGE.								
Work Quality	☐	☐	☐	☐	☐	☐	☐	☐	☒
Comments/ Specific Accomplishments	EVERY DAY AHMED'S WORK INCREASES. HE IS QUICK TO LEARN AND ADAPT.								
Job Knowledge	☐	☐	☐	☐	☐	☐	☐	☐	☒
Comments/ Specific Accomplishments	AHMED UNDERSTANDS WHAT IT TAKES TO RUN A SHIFT AS A LINE COOK OR AS A RECEIVER.								
Creativity	☐	☐	☐	☐	☐	☐	☐	☐	☒
Comments/ Specific Accomplishments	AHMED HAS A STRONG ABILITY TO IMPROVISE IN ORDER TO COMPLETE ANY TASK.								
Productivity	☐	☐	☐	☐	☐	☐	☐	☐	☒
Comments/ Specific Accomplishments	AHMED IS ALWAYS FOCUSED ON COMPLETING ANY TASK AT HAND.								

RATINGS	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	AHMED IS ALWAYS HERE ON TIME READY TO WORK.								
Reliability/Timeliness	☐	☐	☐	☐	☐	☐	☐	☐	☒
Comments/ Specific Accomplishments	AHMED IS DEPENDABLE.								
Consistency	☐	☐	☐	☐	☐	☐	☐	☐	☒
Comments/ Specific Accomplishments	ALWAYS DEPENDABLE.								

RATINGS	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	A GREAT TEAM MEMBER WHO MAKES THE PEOPLE AROUND HIM BETTER.								
Communication	☐	☐	☐	☐	☐	☐	☐	☐	☒
Comments/ Specific Accomplishments	AHMED COMMUNICATES CLEARLY AND EFFECTIVELY.								
Initiative	☐	☐	☐	☐	☐	☐	☐	☐	☒
Comments/ Specific Accomplishments	A SELF STARTER THAT UNDERSTANDS PRIORITIZATION.								
Time Management	☐	☐	☐	☐	☐	☐	☐	☐	☒
Comments/ Specific Accomplishments	AHMED EFFECTIVELY MOVES FROM TASK TO TASK IN A TIMELY MANNER.								

Work Quality & Job Knowledge	5	Dependability	5	Professionalism	5	Average Rating	5
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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	Date
Manager Signature	Date

8/12/19

x22