

Acrobat

outsourcing
Your Hospitality Staffing Professionals

Employee Performance Review

EMPLOYEE INFORMATION		Date of Review
Employee Name	TERRENCE ROSS - COLLINGTON	8-1-19
Job Title	RECEIVING TEAM	Date
Department		Manager
Review Period	to	

	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	TERRENCE CAN WORK EFFICIENTLY AND SWIFTLY TO COMPLETE TASKS.								
Work Quality	☐	☐	☐	☐	☐	☐	☐	☐	☒
Comments/ Specific Accomplishments	TERRENCE NEVER GIVES UP. HIS DRIVE AND FOCUS ARE GREAT.								
Job Knowledge	☐	☐	☐	☐	☐	☐	☐	☐	☒
Comments/ Specific Accomplishments	TERRENCE HAS GROWN AND HIS PRODUCT KNOWLEDGE IS INCREASING.								
Creativity	☐	☐	☐	☐	☐	☐	☐	☐	☒
Comments/ Specific Accomplishments	ACTIVELY FINDS SOLUTIONS TO ANY PROBLEM.								
Productivity	☐	☐	☐	☐	☐	☐	☐	☐	☒
Comments/ Specific Accomplishments	SELF STARTER WHO ALWAYS COMPLETES TASKS.								

	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	ALWAYS HERE EARLY								
Reliability/Timeliness	☐	☐	☐	☐	☐	☐	☐	☐	☒
Comments/ Specific Accomplishments	ALWAYS HERE.								
Consistency	☐	☐	☐	☐	☐	☐	☐	☐	☒
Comments/ Specific Accomplishments	ALWAYS COMMUNICATING BREAKS AND LEAVE TIMES.								

	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	EAGER TO HELP, LEARN, TEACH AND GROW.								
Communication	☐	☐	☐	☐	☐	☐	☐	☐	☒
Comments/ Specific Accomplishments	TERRENCE IS CONSTANTLY CHECKING IN.								
Initiative	☐	☐	☐	☐	☐	☐	☐	☐	☒
Comments/ Specific Accomplishments	SELF STARTER.								
Time Management	☐	☐	☐	☐	☐	☐	☐	☐	☒
Comments/ Specific Accomplishments	ALWAYS EFFECTIVE.								

	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									5
Dependability									5
Professionalism									5
Average Rating									5

EVALUATION	
Additional Comments	TERRENCE IS A MOTIVATED HARD WORKER AND AN ASSET TO THE TEAM.
Action Plan	#1 RAISE

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 8/13/19