

Acrobat

outsourcing
Your Hospitality Staffing Professionals

Employee Performance Review

EMPLOYEE INFORMATION		Date of Review							
Employee Name	Dillon O'Shea	Date							
Job Title	Receiving	Manager	Mike Lowen						
Department	P/R								
Review Period	Annual								
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	Knowledge of expectations has greatly improved								
Creativity	☐	☐	☐	☐	☐	☐	☐	☐	☐
Comments/ Specific Accomplishments									
Productivity	☐	☐	☐	☐	☐	☐	☒	☐	☐
Comments/ Specific Accomplishments	Has improved								
Dependability									
Attendance/Punctuality	☐	☐	☐	☐	☒	☒	☐	☐	☐
Comments/ Specific Accomplishments									
Reliability/Timeliness	☐	☐	☐	☐	☐	☐	☒	☐	☐
Comments/ Specific Accomplishments									
Consistency	☐	☐	☐	☐	☐	☐	☒	☐	☐
Comments/ Specific Accomplishments	I can count on Dillon								
Professionalism									
Teamwork	☐	☐	☐	☐	☐	☐	☒	☐	☐
Comments/ Specific Accomplishments									
Communication	☐	☐	☐	☐	☐	☐	☒	☐	☐
Comments/ Specific Accomplishments									
Initiative	☐	☐	☐	☐	☐	☐	☐	☒	☐
Comments/ Specific Accomplishments	Dillon has shown a lot more initiative								
Time Management	☐	☐	☐	☐	☐	☐	☒	☐	☐
Comments/ Specific Accomplishments									
Overall Rating									
Work Quality & Job Knowledge	Dependability		Professionalism		Average Rating				
EVALUATION									
Additional Comments	Dillon continues to improve and is doing well								
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				

21/hr

\$22 /hr

→ I really appreciate Dillon's motivation to learn more about product and to be more aware of rotation of product (CA)

- Dillon has shown marked improvement in his dedication to the cause →

- has proven to be very helpful w/ stocking shifts
- Very evident that he is learning and paying attention to details.
- Lots of promise here w/ the right direction / perhaps a larger project is in order for him.