

Acrobat

outsourcing
Your Hospitality Staffing Professionals

Employee Performance Review

EMPLOYEE INFORMATION		Date of Review	
Employee Name	Reina Desir	Date	
Job Title	Porter	Manager	
Department	Porter		
Review Period	90 Days		
RATINGS			
	1	1.5	2
	Unacceptable		Needs Improvement
		2.5	3
		3.5	4
		4.5	5
			Outstanding
Work Quality & Job Knowledge			
Technical Ability	☐	☐	☒
Comments/ Specific Accomplishments			
Work Quality	☐	☒	☐
Comments/ Specific Accomplishments	Constantly missing from designated area of responsibility		
Job Knowledge	☐	☐	☒
Comments/ Specific Accomplishments	Knows what her duties are		
Creativity	☐	☐	☒
Comments/ Specific Accomplishments	Needs to improve on solutions		
Productivity	☒	☐	☐
Comments/ Specific Accomplishments	Needs constant micro management / follow up		
Dependability			
Attendance/Punctuality	☐	☐	☒
Comments/ Specific Accomplishments	Constantly late, requests to leave early regularly		
Reliability/Timeliness	☐	☐	☒
Comments/ Specific Accomplishments			
Consistency	☐	☒	☐
Comments/ Specific Accomplishments			
Professionalism			
Teamwork	☐	☐	☒
Comments/ Specific Accomplishments	Works well with all Acrobat/Stripe		
Communication	☐	☒	☐
Comments/ Specific Accomplishments	Needs to communicate with Supervisors when leaving area on break		
Initiative	☒	☐	☐
Comments/ Specific Accomplishments	Needs to step up when her lead is not here		
Time Management	☒	☐	☐
Comments/ Specific Accomplishments			
Overall Rating			
Work Quality & Job Knowledge	2	Dependability	2
Professionalism	2	Average Rating	2
EVALUATION			
Additional Comments	Needs to improve on all around job duties and communication		
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			
Manager Signature			

18/hr
X

Positive Attitude
- willing to help whenever needed
- has shown improvement
- is consistently seen w/ other porters. Needs to improve ability to work independently. No need for 2 people to wipe 1 table