

Acrobat

outsourcing
Your Hospitality Staffing Professionals

Employee Performance Review

EMPLOYEE INFORMATION		Date of Review
Employee Name	Lessa Lewis	Date
Job Title	Lead Porter	Manager
Department	Porter	
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	Always ahead of what needs to be done								
Work Quality	☐	☐	☐	☐	☐	☐	☐	☐	☒
Comments/ Specific Accomplishments	Clean / organized								
Job Knowledge	☐	☐	☐	☐	☐	☐	☐	☐	☒
Comments/ Specific Accomplishments									
Creativity	☐	☐	☐	☐	☐	☐	☐	☐	☒
Comments/ Specific Accomplishments									
Productivity	☐	☐	☐	☐	☐	☐	☐	☐	☒
Comments/ Specific Accomplishments	Knows what is needed by / for all Porters and Juice Bar								

Dependability									
Attendance/Punctuality	☐	☐	☐	☐	☐	☐	☐	☐	☒
Comments/ Specific Accomplishments	Always here / working								
Reliability/Timeliness	☐	☐	☐	☐	☐	☐	☐	☐	☒
Comments/ Specific Accomplishments									
Consistency	☐	☐	☐	☐	☐	☐	☐	☐	☒
Comments/ Specific Accomplishments	Very dependable with assisting where needed								

Professionalism									
Teamwork	☐	☐	☐	☐	☐	☐	☐	☐	☒
Comments/ Specific Accomplishments	Great teacher for Porters								
Communication	☐	☐	☐	☐	☐	☐	☐	☐	☒
Comments/ Specific Accomplishments	Communicates well with staff / supervisors / clients								
Initiative	☐	☐	☐	☐	☐	☐	☐	☐	☒
Comments/ Specific Accomplishments	Stays ahead of the curve								
Time Management	☐	☐	☐	☐	☐	☐	☐	☐	☒
Comments/ Specific Accomplishments									
Work Quality & Job Knowledge 5 Dependability 5 Overall Rating 5 Professionalism 5 Average Rating 5									

EVALUATION	
Additional Comments	Continue to lead the team
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 9/16/19
Manager Signature	Date

21/hr
23 - Carl recommends