

Employee Performance Review

EMPLOYEE INFORMATION	
Employee Name ROBERT PALACPAC	Date of Review
Job Title LINE COOK / former DISH LEAD	Date
Department	Manager DAN HUGHES
Review Period 1 yr	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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Comments/ Specific Accomplishments	<i>Still has some to learn on cooking but has surprised me so far</i>										
Work Quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Comments/ Specific Accomplishments	<i>Takes pride in work & it shows</i>										
Job Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Comments/ Specific Accomplishments	<i>Still learning but ability is more than sufficient</i>										
Creativity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Comments/ Specific Accomplishments	<i>Rob Hasn't had much of a chance yet but he will</i>										
Productivity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Comments/ Specific Accomplishments	<i>one of our most productive dish leads, shows some on line</i>										
	1	1.5	2	2.5	3	3.5	4	4.5	5		
	Unacceptable		Needs Improvement		Meets Expectations		Exceeds Expectation		Outstanding		
Dependability											
Attendance/Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Comments/ Specific Accomplishments											
Reliability/Timeliness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Comments/ Specific Accomplishments											
Consistency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Comments/ Specific Accomplishments											
	1	1.5	2	2.5	3	3.5	4	4.5	5		
	Unacceptable		Needs Improvement		Meets Expectations		Exceeds Expectation		Outstanding		
Professionalism											
Teamwork	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Comments/ Specific Accomplishments	<i>Always offering help to others</i>										
Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Comments/ Specific Accomplishments											
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Comments/ Specific Accomplishments											
Time Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Comments/ Specific Accomplishments											
Work Quality & Job Knowledge		4		Dependability		5		Professionalism		4	
								Average Rating		4.5	

EVALUATION

Additional Comments: *Rob was one of our best dish leads and continues to impress as a cook*

Action Plan: *keep up the learning and good work*

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 _____