Acrobat outsourcing
Your Hospitality Staffing Professionals

Employee Performance Review

EMPLOYEE INFORMATION

Employee Name	ANYSSA HALL	Date of Review	
Job Title	LINE COOK	Date	
Department		Manager	
Review Period	1 yr to		

RATINGS

1 Unacceptable | 1.5 | 2 Needs Improvement | 2.5 | 3 Meets Expections | 3.5 | 4 Exceeds Expectation | 4.5 | 5 Outstanding

Work Quality & Job Knowledge

Technical Ability	[redacted] ✓
Comments/ Specific Accomplishments	Niecey has shown great improvement in this over the last yr.
Work Quality	✓
Comments/ Specific Accomplishments	Execution is always composed & thought out
Job Knowledge	✓
Comments/ Specific Accomplishments	Still has a lot to learn but is always hungry for knowledge
Creativity	✓
Comments/ Specific Accomplishments	Very creative. Will only improve as she learns more
Productivity	✓
Comments/ Specific Accomplishments	

1 Unacceptable | 1.5 | 2 Needs Improvement | 2.5 | 3 Meets Expections | 3.5 | 4 Exceeds Expectation | 4.5 | 5 Outstanding

Dependability

Attendance/Punctuality	✓
Comments/ Specific Accomplishments	Always first in, often last out
Reliability/Timeliness	✓
Comments/ Specific Accomplishments	
Consistency	✓
Comments/ Specific Accomplishments	

1 Unacceptable | 1.5 | 2 Needs Improvement | 2.5 | 3 Meets Expections | 3.5 | 4 Exceeds Expectation | 4.5 | 5 Outstanding

Professionalism

Teamwork	✓
Comments/ Specific Accomplishments	Always looking to help in down time
Communication	✓
Comments/ Specific Accomplishments	Never afraid to ask questions or make suggestions
Initiative	✓
Comments/ Specific Accomplishments	I rely on her initiative b/c it is so dependable
Time Management	✓
Comments/ Specific Accomplishments	

Overall Rating

Work Quality & Job Knowledge 4 | Dependability 5 | Professionalism 4.5 | Average Rating 4.5

EVALUATION

Additional Comments	
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