

Acrobat

outsourcing
Your Hospitality Staffing Professionals

Employee Performance Review

EMPLOYEE INFORMATION		Date of Review	
Employee Name	Christopher Guzman	Date	
Job Title	Receiving P/R	Manager	Mike Lowen
Department			
Review Period	Annual	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	☐	☐	☐	☐	☐	☒	☐	☐	☐
Comments/ Specific Accomplishments									
Work Quality	☐	☐	☐	☐	☐	☐	☐	☐	☒
Comments/ Specific Accomplishments									
Job Knowledge	☐	☐	☐	☐	☐	☒	☐	☐	☐
Comments/ Specific Accomplishments									
Creativity	☐	☐	☐	☐	☐	☐	☒	☐	☐
Comments/ Specific Accomplishments									
Productivity	☐	☐	☐	☐	☐	☐	☐	☐	☒
Comments/ Specific Accomplishments	Chris has taken on many extra responsibilities								
Dependability									
Attendance/Punctuality	☐	☐	☐	☐	☐	☐	☐	☐	☒
Comments/ Specific Accomplishments									
Reliability/Timeliness	☐	☐	☐	☐	☐	☐	☐	☐	☒
Comments/ Specific Accomplishments									
Consistency	☐	☐	☐	☐	☐	☐	☐	☐	☒
Comments/ Specific Accomplishments	Always on time and ready to work								
Professionalism									
Teamwork	☐	☐	☐	☐	☐	☐	☐	☒	☐
Comments/ Specific Accomplishments									
Communication	☐	☐	☐	☐	☐	☐	☐	☒	☐
Comments/ Specific Accomplishments									
Initiative	☐	☐	☐	☐	☐	☐	☐	☒	☐
Comments/ Specific Accomplishments									
Time Management	☐	☐	☐	☐	☐	☐	☐	☐	☒
Comments/ Specific Accomplishments	I can count on Chris to properly conduct himself								
Overall Rating									
Work Quality & Job Knowledge			Dependability			Professionalism			Average Rating

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

20/hr
\$21.50 JAH

- Would like to see just a little more engagement
- would like for him to take full stock of spice shelves & ensure that everything is in place, not just re-billing what was there. Use the master list provided & check daily
- Good attitude, dependable worker