

Acrobat

outsourcing
Your Hospitality Staffing Professionals

Employee Performance Review

EMPLOYEE INFORMATION		Date of Review	
Employee Name	Matthew Lopez	Date	
Job Title	Dishwasher	Manager	
Department	Dish		
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	Knows all areas of dish/porter		
Work Quality	☐	☐	☒
Comments/ Specific Accomplishments	Very efficient		
Job Knowledge	☐	☐	☒
Comments/ Specific Accomplishments	Knows Dish / Porter duties		
Creativity	☐	☐	☒
Comments/ Specific Accomplishments	Gets the job done		
Productivity	☐	☐	☒
Comments/ Specific Accomplishments	Always goes above / beyond		
Dependability			
Attendance/Punctuality	☐	☐	☒
Comments/ Specific Accomplishments	Always on time		
Reliability/Timeliness	☐	☐	☒
Comments/ Specific Accomplishments	Willing to stay late / come in early		
Consistency	☐	☐	☒
Comments/ Specific Accomplishments			
Professionalism			
Teamwork	☐	☐	☒
Comments/ Specific Accomplishments	Works well with all		
Communication	☐	☐	☒
Comments/ Specific Accomplishments			
Initiative	☐	☐	☒
Comments/ Specific Accomplishments	Always goes above and beyond		
Time Management	☐	☐	☒
Comments/ Specific Accomplishments			
Overall Rating			
Work Quality & Job Knowledge	5	Dependability	5
Professionalism	5	Average Rating	5
EVALUATION			
Additional Comments	Appreciative of all you do for 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	Matthew Lopez		
Manager Signature			
Date	9-19-2019		

21/hr

& 23-

Carl recommends 184

- Always very communicative of relevant info
- Never not working; provided a positive influence to all other dishwashers through dedication