

Acrobat

outsourcing
Your Hospitality Staffing Professionals

Employee Performance Review

EMPLOYEE INFORMATION		Date of Review							
Employee Name	Yessi Mejia	Date							
Job Title	Dishwasher	Manager							
Department	Dish								
Review Period	90 Days								
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									X
Comments/ Specific Accomplishments	Clean / organized worker								
Work Quality									X
Comments/ Specific Accomplishments	Able to accomplish all tasks assigned to her								
Job Knowledge									X
Comments/ Specific Accomplishments	knows all areas of Dish room (both sides)								
Creativity									X
Comments/ Specific Accomplishments									
Productivity									X
Comments/ Specific Accomplishments	Always looks for more to do, never idle								
Dependability									
Attendance/Punctuality									X
Comments/ Specific Accomplishments	Great Attendance								
Reliability/Timeliness									X
Comments/ Specific Accomplishments	Always communicates R/O ahead of time / follows up								
Consistency									X
Comments/ Specific Accomplishments									
Professionalism									
Teamwork									X
Comments/ Specific Accomplishments	A great team player								
Communication									X
Comments/ Specific Accomplishments	Always communicates about needs								
Initiative									X
Comments/ Specific Accomplishments	Always finds something to keep herself busy								
Time Management									X
Comments/ Specific Accomplishments	Breaks on time, duties finished in a timely manner								
Work Quality & Job Knowledge 5 Dependability 5 Overall Rating 5 Professionalism 5 Average Rating 5									
EVALUATION									
Additional Comments	Continue bringing positivity into the department								
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	Yessi Mejia				Date				
Manager Signature					Date				

18/hr
19.50 - Carl Recommends