

Acrobat

outsourcing

Your Hospitality Staffing Professionals

Employee Performance Review

EMPLOYEE INFORMATION		Date of Review							
Employee Name	Claudia McPeterS	Date							
Job Title	Juice / Coffee Bar	Manager							
Department	Porter								
Review Period	10 Days	to							
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	<input type="checkbox"/>								
Comments/ Specific Accomplishments									
Work Quality	<input type="checkbox"/>								
Comments/ Specific Accomplishments									
Job Knowledge	<input type="checkbox"/>								
Comments/ Specific Accomplishments									
Creativity	<input type="checkbox"/>								
Comments/ Specific Accomplishments									
Productivity	<input 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				
Dependability									
Attendance/Punctuality	<input type="checkbox"/>								
Comments/ Specific Accomplishments									
Reliability/Timeliness	<input type="checkbox"/>								
Comments/ Specific Accomplishments									
Consistency	<input 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"/>								
Comments/ Specific Accomplishments									
Communication	<input type="checkbox"/>								
Comments/ Specific Accomplishments									
Initiative	<input type="checkbox"/>								
Comments/ Specific Accomplishments									
Time Management	<input type="checkbox"/>								
Comments/ Specific Accomplishments									
Work Quality & Job Knowledge	5	Dependability	5	Overall Rating	5	Average Rating	5		
EVALUATION									
Additional Comments	keep up the good work								
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									
Manager Signature									
Date	9/23/19								
Date									

201hr
7/26 Carl recommends

\$21.00 ✓ AH