

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	90 Days		
RATINGS			
	1	1.5	2
	Unacceptable		Needs Improvement
	2.5	3	3.5
		Meets Expectations	Exceeds Expectation
	4	4.5	5
			Outstanding
Work Quality & Job Knowledge			
Technical Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments/ Specific Accomplishments			
Work Quality	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments/ Specific Accomplishments	Very organized / clean worker		
Job Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments/ Specific Accomplishments	Knows multiple position responsibilities		
Creativity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments/ Specific Accomplishments	Finds ways to get assignments done		
Productivity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments/ Specific Accomplishments	Always working		
Dependability			
Attendance/Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments/ Specific Accomplishments			
Reliability/Timeliness	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments/ Specific Accomplishments	Can always be sure coffee / tea are ready		
Consistency	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments/ Specific Accomplishments			
Professionalism			
Teamwork	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments/ Specific Accomplishments			
Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments/ Specific Accomplishments	Communicates well with needs for her position		
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments/ Specific Accomplishments	Stepped up when offered the new role		
Time Management	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments/ Specific Accomplishments			
Work Quality & Job Knowledge 5 Dependability 5 Overall Rating 5 Professionalism 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	Date 9/23/19		
Manager Signature	Date		

20/hr
20- Carl recommends

\$21.00 ✓ AH