

Acrobat

outsourcing
Your Hospitality Staffing Professionals

Employee Performance Review

EMPLOYEE INFORMATION		Date of Review	
Employee Name	David Shuler	Date	10/16/19
Job Title		Date	
Department		Manager	
Review Period	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	☐	☐	☒
Comments/ Specific Accomplishments			
Work Quality	☐	☐	☒
Comments/ Specific Accomplishments			
Job Knowledge	☐	☐	☒
Comments/ Specific Accomplishments			
Creativity	☐	☐	☒
Comments/ Specific Accomplishments			
Productivity	☐	☐	☒
Comments/ Specific Accomplishments			
Dependability			
Attendance/Punctuality	☐	☐	☒
Comments/ Specific Accomplishments			
Reliability/Timeliness	☐	☐	☒
Comments/ Specific Accomplishments			
Consistency	☐	☐	☒
Comments/ Specific Accomplishments			
Professionalism			
Teamwork	☐	☐	☒
Comments/ Specific Accomplishments			
Communication	☐	☐	☒
Comments/ Specific Accomplishments			
Initiative	☐	☐	☒
Comments/ Specific Accomplishments			
Time Management	☐	☐	☒
Comments/ Specific Accomplishments			
Overall Rating			
Work Quality & Job Knowledge	Dependability	Professionalism	Average Rating
EVALUATION			
Additional Comments	Thanks for all your hard work. You are very consistent with your work and we appreciate your dedication to getting the job done.		
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	Employee does not want to sign		Date
Manager Signature			Date 10/16/19

Keep open lines of communication. Learn to approach people so you can get results your looking for from workers. Quick to get frustrated with people who don't have the same skill set - be more patient with team mates.

HIRE 10/23/18

\$20 LR - 1/21/19

New Rate \$21.50

\$22 as approved by Stephanie Doane