

Acrobat
outsourcing
Your Hospitality Staffing Professionals

Employee Performance Review

EMPLOYEE INFORMATION

Employee Name Laine Steelman

Date of Review 10/16/19
Date
Manager

Job Title

Department

Review Period Annual 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

Would like to see continued work until the end of shift. Time change in shift may have already solved this.

1

1.5

2

2.5

3

3.5

4

4.5

5

Attendance/Punctuality

Comments/
Specific Accomplishments

Reliability/Timeliness

Comments/
Specific Accomplishments

Consistency

Comments/
Specific Accomplishments

1

1.5

2

2.5

3

3.5

4

4.5

5

Dependability

Comments/
Specific Accomplishments

Professionalism

Comments/
Specific Accomplishments

Teamwork

Comments/
Specific Accomplishments

Communication

Comments/
Specific Accomplishments

Initiative

Comments/
Specific Accomplishments

Time Management

Comments/
Specific Accomplishments

Overall Rating

Professionalism

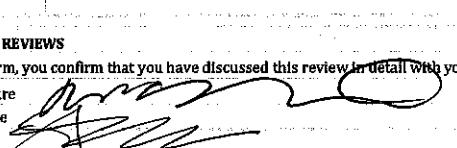
Average Rating

EVALUATION

Additional Comments

Thanks for being part of the team. Your input and work is truly valued.

Action Plan



Date 10/17/19

Date 10/16/19

HIRE 8/20/18

\$22 LR 11/5/18

NEW rate \$24