



# ACROBAT OUTSOURCING

## TSC GROUP

### Employee Performance Review

#### EMPLOYEE INFORMATION

Employee Name Bruce Dickson

Date of Review 11.01.2019

Job Title Porter

Date 10.30.2019

Department Tuck Shop Operations

Manager Jaime Barnhart

Review Period 08.01.2019

to 11.01.2019 (90 Day Review)

#### RATINGS

	1 Unacceptable	1.5 Needs Improvement	2 Meets Expectations	2.5 Exceeds Expectation	3 Outstanding
--	-------------------	--------------------------	-------------------------	----------------------------	------------------

	<b>Work Quality &amp; Job Knowledge</b>								
	1 Unacceptable	1.5 Needs Improvement	2 Meets Expectations	2.5 Exceeds Expectation	3 Outstanding				
Technical Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments/ Specific Accomplishments	Bruce completes tasks in a manner that is proficient, effective, and within the sanitary standards of a foodservice venue.								
Work Quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments/ Specific Accomplishments	Bruce is a hard worker and the quality of his work showcases an attention to detail. He works to be sure that tasks are completed thoroughly and in a manner that best serves the needs of Tuck Shop.								
Job Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments/ Specific Accomplishments	Bruce is a versatile member of the team, as his skillset is well rounded given his experience in many of the positions within the Tuck Shop porter team. Additional growth as a foodservice professional will come as he strengthens his catering knowledge.								
Creativity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments/ Specific Accomplishments	As Bruce continues to grow in his role within the events team, he needs to develop creative solutions to troubleshoot catering set-up/breakdown and work to be self-sufficient without black and white direction.								
Productivity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments/ Specific Accomplishments									

	1 Unacceptable	1.5 Needs Improvement	2 Meets Expectations	2.5 Exceeds Expectation	3 Outstanding
--	-------------------	--------------------------	-------------------------	----------------------------	------------------

	<b>Dependability</b>								
	1 Unacceptable	1.5 Needs Improvement	2 Meets Expectations	2.5 Exceeds Expectation	3 Outstanding				
Attendance/Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments/ Specific Accomplishments	Bruce is punctual with respect to the start time of shifts and plans his time away from the job in a professional manner.								
Reliability/Timeliness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments/ Specific Accomplishments	Bruce is a trusted and reliable member of the team, as he proficiently executes time sensitive tasks on a daily basis (i.e. locking and unlocking wine/beer, set-up and breakdown of catering events).								
Consistency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments/ Specific Accomplishments	With little exception, Bruce is consistent with respect to the completion of his daily tasks. His work is thorough and the quality of his work is consistent day in and day out.								

	1 Unacceptable	1.5 Needs Improvement	2 Meets Expectations	2.5 Exceeds Expectation	3 Outstanding
--	-------------------	--------------------------	-------------------------	----------------------------	------------------

	<b>Professionalism</b>								
	1 Unacceptable	1.5 Needs Improvement	2 Meets Expectations	2.5 Exceeds Expectation	3 Outstanding				
Teamwork	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments/ Specific Accomplishments	Bruce is a great team player, both within the fabric of the Tuck Shop and within Dropbox as a community. He has helped teach newer members (i.e. spirals, starship duties), assisted with the move to Owens, and is a friendly face for many Dropboxers.								
Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments/ Specific Accomplishments	Bruce communicates to managers and colleagues in a professional manner. Additional growth can be shown with respect to event coordination, as he continues to master the role.								
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments/ Specific Accomplishments	Bruce can grow as a leader by taking initiative during free time to complete special projects.								
Time Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments/ Specific Accomplishments	Although Bruce demonstrates great consistency with respect to reliability and timeliness, a greater sense of urgency and prioritization of tasks will allow him to be more efficient as a member of the team.								

Work Quality & Job Knowledge 3 \_\_\_\_\_ Dependability 3.6 \_\_\_\_\_ Professionalism 3 \_\_\_\_\_

Average Rating 3.2

#### EVALUATION

Additional Comments Since day one, Bruce has been an asset to the Tuck Shop team. He presents himself in a professional and hospitable manner. He consistently works to complete his job to the best of his ability and has demonstrated great growth within his first 90 days.

Action Plan In the future, I hope to see Bruce grow as a leader within Tuck Shop and to further strengthen his skillset within the realm of catering/events.

#### 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 11-5-19  
Manager Signature  Date 11/5/19