



ACROBAT OUTSOURCING TSC GROUP

Employee Performance Review

EMPLOYEE INFORMATION

Employee Name Houria Hamadache

Date of Review 12/03/19

Job Title Porter

Date 11/22/19

Department FOH

Manager ~~Anna Shova~~ Jaime B.

Review Period 12/03/18

to 12/03/19

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"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments/ Specific Accomplishments	Houria meets out expectations.								
Work Quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments/ Specific Accomplishments	Houria is one of the most hard workers on our team. Daily performances great and efficient.								
Job Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments/ Specific Accomplishments	She is well train, but there is always room to grow and improving skills. She often assists with training new candidates.								
Creativity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments/ Specific Accomplishments	Houria is very creative about how to keep herself busy! I appreciate her work ethic and attitude .								
Productivity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments/ Specific Accomplishments	She is 100% productive. She sets a good example for everyone else on our team! She always staying busy!								

Dependability									
Attendance/Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments/ Specific Accomplishments	Good and consistent attendance.								
Reliability/Timeliness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments/ Specific Accomplishments	I am relying on her 100%. Thankful for her support and help every day! Looking forward to work with her closer and share new techniques.								
Consistency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments/ Specific Accomplishments	Houria consistent with her work. I appreciate her staying focused.								

Professionalism									
Teamwork	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments/ Specific Accomplishments	Great team player! Always happy to train, cover and assist. Grateful.								
Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments/ Specific Accomplishments	I would like to work on improving her communication with others. Let's focus on how we ask other people to help.								
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments/ Specific Accomplishments	Very initiative and able to work independently without any micromangement. If you have ideas - share with managers so we can be aware and support you.								
Time Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments/ Specific Accomplishments	Mostly always good timing and meeting managers directions and expectations.								

Overall Rating
Work Quality & Job Knowledge 4 Dependability 4.5 Professionalism 3.5 Average Rating 4

EVALUATION

Additional Comments	Houria is one of the most reliable team members. I am very grateful to work with her. Houria is detailed and focused, she shows care for her team and working station. We are lucky to work with her and have on our team! We love our Houria!!!!
Action Plan	I would like to work on communication level with managers, the way how we talk with the team, how we ask and how we saying thank you for help. I would like to improve her training and leadership skills. I am looking for Houria's growth and continue supporting her.

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 ~~11/22/19~~ 11/27/19

Manager Signature ~~Anna Shova~~ Jaime B.

Date ~~11/22/19~~ 11/27/19