



# ACROBAT OUTSOURCING TSC GROUP

## Employee Performance Review

### EMPLOYEE INFORMATION

Employee Name Jermaine Gonzales

Date of Review 12/09/19

Job Title AM Porter

Date 12/02/19

Department FOH

Manager Anna Shova

Review Period 09/09/19

to 12/09/19

### RATINGS

	1 Unacceptable	1.5	2 Needs Improvement	2.5	3 Meets Expectations	3.5	4 Exceeds Expectation	4.5	5 Outstanding
<b>Work Quality &amp; Job Knowledge</b>									
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	Jermaine meets 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 checked="" type="checkbox"/>	<input type="checkbox"/>
Comments/ Specific Accomplishments	Jermaine is a hard worker, with amazing dedication and professionalism. Appreciate a lot his great work ethic and attitude.								
Job Knowledge	<input type="checkbox"/>	<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"/>
Comments/ Specific Accomplishments	Jermaine has great level of job knowledge. I am looking forward continue training for lead position. Looking forward to learn together more details and techniques about the position and opportunities on our team.								
Creativity	<input type="checkbox"/>	<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"/>
Comments/ Specific Accomplishments	Very creative and efficient performance! Please share your ideas before trying them, we are here to help and support and maybe share more information about what's happening in HQ building.								
Productivity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments/ Specific Accomplishments	Fast and furious! Daily tasks completed efficient and detailed. Fast learner and meeting all expectations, going even further to perform well every day!								
<b>Dependability</b>									
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 checked="" type="checkbox"/>
Comments/ Specific Accomplishments	Super thankful for amazing attendance and punctuality! Thank you for working extra hours to assist managers covering responsibilities and daily tasks during the hiring period.								
Reliability/Timeliness	<input type="checkbox"/>	<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"/>
Comments/ Specific Accomplishments	I can completely rely on Jermaine. I would love to maintain hobbit to share first with managers before doing and making decisions on his own. Let's continue our training process towards improvements and detailed service.								
Consistency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments/ Specific Accomplishments	Consistent and efficient every day. Weekly keeping up with cleaning, job responsibilities.								
<b>Professionalism</b>									
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 checked="" type="checkbox"/>
Comments/ Specific Accomplishments	100 % thankful for his work ethic. So proud to have him on our team! Keep up with consistent performance and learning new skills.								
Communication	<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	Jermaine provides good reports daily. Let's continue improving on level of communication between managers. We are here to help and assist make daily operations smooth!								
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments/ Specific Accomplishments	Super initiative and fast. Looking forward to slow down a little bit and develop detailed skills of operations. You know what I am talking about Jermaine ;) :)								
Time Management	<input type="checkbox"/>	<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"/>
Comments/ Specific Accomplishments	Great timing. I am looking forward to make sure that breaks taken on time and learning how to maintain the pace of work not just "smashing" tasks. You are the fastest on the team, but sometimes due to high speed simple things can be missed.								
<b>Overall Rating</b>									
Work Quality & Job Knowledge <u>4</u> Dependability <u>5</u> Professionalism <u>4.5</u> <b>Average Rating</b> <u>4.5</u>									

### EVALUATION

**Additional Comments** I am incredibly thankful to have Jermaine on our team, love working together and getting things done in creative way! Thank you Jermaine for being dedicated team member! Excited about next steps of learning and developing computer skills, improving techniques!

**Action Plan** Please starting Monday 12/09/19 increase Jermaine pay rate to \$19/hr. Keep up with your work and more to come! Thank you Jermaine!

### 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

Manager Signature Anna Shova

Date 12-5-19