



# ACROBAT OUTSOURCING

## TSC GROUP

### Employee Performance Review

EMPLOYEE INFORMATION		Date of Review							
Employee Name Susan Lee	Job Title Smoothie Barista	Date 1/3/2020							
Department Tuckshop		Manager Carmen Vazquez							
Review Period	to								
RATINGS									
	1 Unacceptable	1.5 Needs Improvement	2 Meets Expectations	2.5 Exceeds Expectation	3 Outstanding	3.5	4 4.5	5 Outstanding	
Work Quality & Job Knowledge									
Technical Ability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Comments/ Specific Accomplishments	Comments: Thank you for taking pride in your work.								
Work Quality	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Comments/ Specific Accomplishments	Comments: Outstanding organizational skills.								
Job Knowledge	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Comments/ Specific Accomplishments	Comments: Outstanding organizational skills.								
Creativity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Comments/ Specific Accomplishments	Comments: I need to tap more into her expertise 😊								
Productivity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Comments/ Specific Accomplishments	Comments: Thank you for always staying on task and for managing your time.								
	1 Unacceptable	1.5 Needs Improvement	2 Meets Expectations	2.5 Exceeds Expectation	3 Outstanding	3.5	4 4.5	5 Outstanding	
Dependability									
Attendance/Punctuality	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Comments/ Specific Accomplishments	Comments: Very professional w/ her dependability. - Thank you!								
Reliability/Timeliness	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Comments/ Specific Accomplishments	Comments: Outstanding reliability and timeliness.								
Consistency	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Comments/ Specific Accomplishments	Comments: Very professional w/ her dependability. - Thank you!								
	1 Unacceptable	1.5 Needs Improvement	2 Meets Expectations	2.5 Exceeds Expectation	3 Outstanding	3.5	4 4.5	5 Outstanding	
Professionalism									
Teamwork	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Comments/ Specific Accomplishments	Comments: Always in communication and I appreciate it.								
Communication	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Comments/ Specific Accomplishments	Comments: Great people skills not just w/ team members but customers as well. Thank you!								
Initiative	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Comments/ Specific Accomplishments	Comments: Never standing around; always moving, cleaning, restocking, etc. Thank you!								
Time Management	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Comments/ Specific Accomplishments	Comments: Never standing around; always moving, cleaning, restocking, etc. Thank you!								
Overall Rating									
Work Quality & Job Knowledge	4.2	Dependability	5	Professionalism	4.8		Average Rating	4.6	
EVALUATION									
Additional Comments	Comments: Start creating don't let ideas go by. Spruce up w/ the team, let your presence known.								
Action Plan	Comments: We have a long way to go but keep on learning and growing. Let's create for a manager title & develop together. Ideas are always welcomed.								
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	1/7/2020			
Manager Signature					Date	1/6/20			