



# ACROBAT OUTSOURCING TSC GROUP

## Employee Performance Review

### EMPLOYEE INFORMATION

Employee Name Susan Lee Date of Review  
Job Title Smoothie Barista Date 1/3/2020  
Department Tuckshop Manager Carmen Vazquez  
Review Period to

### RATINGS

|   | 1<br>Unacceptable  | 1.5                   | 2<br>Needs Improvement | 2.5                   | 3<br>Meets Expectations | 3.5                   | 4<br>Exceeds Expectation | 4.5                   | 5<br>Outstanding      |
|---|--|-----------------------|------------------------|-----------------------|-------------------------|-----------------------|--------------------------|-----------------------|-----------------------|
| <b>Work Quality &amp; Job Knowledge</b> |  |                       |                        |                       |                         |                       |                          |                       |                       |
| 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"/> | <input type="radio"/> |
| Comments/<br>Specific Accomplishments   |  |                       |                        |                       |                         |                       |                          |                       |                       |
| 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"/> | <input type="radio"/> |
| Comments/<br>Specific Accomplishments   | Thank you for taking pride in your work.                         |                       |                        |                       |                         |                       |                          |                       |                       |
| 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"/> | <input type="radio"/> |
| Comments/<br>Specific Accomplishments   | 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"/> | <input type="radio"/> |
| Comments/<br>Specific Accomplishments   | 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"/> | <input type="radio"/> |
| Comments/<br>Specific Accomplishments   | Thank you for always staying on task and for managing your time. |                       |                        |                       |                         |                       |                          |                       |                       |

|                                       | 1<br>Unacceptable                                    | 1.5                   | 2<br>Needs Improvement | 2.5                   | 3<br>Meets Expectations | 3.5                   | 4<br>Exceeds Expectation | 4.5                   | 5<br>Outstanding      |
|---------------------------------------|--|-----------------------|------------------------|-----------------------|-------------------------|-----------------------|--------------------------|-----------------------|-----------------------|
| <b>Dependability</b>                  |  |                       |                        |                       |                         |                       |                          |                       |                       |
| 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"/> | <input type="radio"/> |
| Comments/<br>Specific Accomplishments |  |                       |                        |                       |                         |                       |                          |                       |                       |
| 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"/> | <input type="radio"/> |
| Comments/<br>Specific Accomplishments |  |                       |                        |                       |                         |                       |                          |                       |                       |
| 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"/> | <input type="radio"/> |
| Comments/<br>Specific Accomplishments | Very professional w/ her dependability. - Thank you! |                       |                        |                       |                         |                       |                          |                       |                       |

|                                       | 1<br>Unacceptable  | 1.5                   | 2<br>Needs Improvement | 2.5                   | 3<br>Meets Expectations | 3.5                   | 4<br>Exceeds Expectation | 4.5                   | 5<br>Outstanding      |
|---------------------------------------|--|-----------------------|------------------------|-----------------------|-------------------------|-----------------------|--------------------------|-----------------------|-----------------------|
| <b>Professionalism</b>                |  |                       |                        |                       |                         |                       |                          |                       |                       |
| 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"/> | <input type="radio"/> |
| Comments/<br>Specific Accomplishments | 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"/> | <input type="radio"/> |
| Comments/<br>Specific Accomplishments | 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"/> | <input type="radio"/> |
| Comments/<br>Specific Accomplishments |  |                       |                        |                       |                         |                       |                          |                       |                       |
| 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"/> | <input type="radio"/> |
| Comments/<br>Specific Accomplishments | 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: Start creating don't let ideas go by. & Spruce up w/ the team, let your presence known.  
Action Plan: we have a long ways 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 [Signature] Date 1/7/2020  
Manager Signature Carmen Vazquez Date 1/6/20