



ACROBAT OUTSOURCING TSC GROUP

Employee Performance Review

EMPLOYEE INFORMATION

Employee Name Jordan Corbino Date of Review 01.06.2020
Job Title Tuck Shop Porter Date 01.06.2020
Department Tuck Shop Operations Manager Jaime Barnhart
Review Period October 2019 to January 2020 (90 Day Review)

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 ☐ ☐ ☐ ☐ ☒ ☐ ☐ ☐ ☐

Comments/
Specific Accomplishments Jordan is well rounded in his ability to work in a number of areas within the Tuck Shop operations.

Work Quality ☐ ☐ ☐ ☐ ☒ ☐ ☐ ☐ ☐

Comments/
Specific Accomplishments Jordan completes tasks in a proficient manner that is in line with professional and sanitation standards.

Job Knowledge ☐ ☐ ☐ ☐ ☐ ☒ ☐ ☐ ☐

Comments/
Specific Accomplishments Jordan has been cross trained in a number of functions within the porter role and is able to fill in the gaps when needed.

Creativity ☐ ☐ ☐ ☐ ☒ ☐ ☐ ☐ ☐

Comments/
Specific Accomplishments

Productivity ☐ ☐ ☐ ☒ ☐ ☐ ☐ ☐ ☐

Comments/
Specific Accomplishments While tasks are completed in a reasonable period of time, greater focus and urgency would increase productivity and lead to greater professional growth.

1 1.5 2 2.5 3 3.5 4 4.5 5
Unacceptable Needs Improvement Meets Expectations Exceeds Expectation Outstanding

Dependability

Attendance/Punctuality ☐ ☐ ☐ ☒ ☐ ☐ ☐ ☐ ☐

Comments/
Specific Accomplishments Jordan is consistently on time for his shift, but has experienced a few last minute delays/call-outs that could have been avoided with advanced planning.

Reliability/Timeliness ☐ ☐ ☐ ☐ ☒ ☐ ☐ ☐ ☐

Comments/
Specific Accomplishments Jordan is a reliable member of the team. While Jordan can work at a faster tempo, we value his work quality over speed.

Consistency ☐ ☐ ☐ ☐ ☒ ☐ ☐ ☐ ☐

Comments/
Specific Accomplishments Jordan demonstrates a proficient understanding of the routine of his role, as tasks are completed consistently each day.

1 1.5 2 2.5 3 3.5 4 4.5 5
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Professionalism

Teamwork ☐ ☐ ☐ ☐ ☐ ☒ ☐ ☐ ☐

Comments/
Specific Accomplishments Jordan has a great attitude and works well with the other members of the Tuck Shop team. He conducts himself in a positive and professional manner and is willing to help others when asked.

Communication ☐ ☐ ☐ ☐ ☒ ☐ ☐ ☐ ☐

Comments/
Specific Accomplishments Jordan demonstrates strong communication skills when working with his peers and managers.

Initiative ☐ ☐ ☐ ☒ ☐ ☐ ☐ ☐ ☐

Comments/
Specific Accomplishments Jordan could demonstrate greater initiative when there is down time to go above and beyond and tackle side projects within Tuck Shop without being asked.

Time Management ☐ ☐ ☐ ☐ ☒ ☐ ☐ ☐ ☐

Comments/
Specific Accomplishments Jordan demonstrates good time management skills as tasks are completed on time each day.

Overall Rating

Work Quality & Job Knowledge 3.1 Dependability 2.8 Professionalism 3 Average Rating 3

EVALUATION

Additional Comments Jordan has been a good addition to the Tuck Shop team. He carries himself in a professional manner and works well within his role as a porter. Drive, curiosity and initiative are needed to push growth and avoid complacency.

Action Plan Continue to coach Jordan through existing tasks and expose him to other areas of Tuck Shop as available. A greater sense of urgency will lead to further growth opportunities down the road.

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 *Jordan Corbino*
Manager Signature *Jaime Barnhart*

Date 1/8/2020
Date 1/8/2020