

1. Employee Name: *

Boris Lopez

2. Job Title:

AM Porter

3. Department:

FOH

4. Review Period Start Date:

10/24/2019



5. Review Period End Date:

1/24/2020



6. Date of Review

1/24/2020



7. Date

1/17/2020



8. Manager:

Anna Shova

Ratings:

Work Quality & Job Knowledge:

9. Technical Ability *



10. Comments/ Specific Accomplishments:

Boris is a great asset to our team. I like his work ethic and doing his best meeting our expectations.

11. Work Quality *



12. Comments/
Specific Accomplishments:

Great job!!! I like his detailed work performance. Very consistent and reliable!! Excited to work with him on improving his timing while completing assigned task.

13. Job Knowledge *

1 2 3 4 5

☐ ☐ ☒ ☐ ☐

14. Comments/
Specific Accomplishments:

Very responsible and always staying busy. Appreciate his curiosity, keep up with the questions so to be able fully understanding tasks and responsibilities. He's learned a lot from other team members, I can see improvements! Looking forward to show and train on the new tasks and team goals!

15. Creativity *

1 2 3 4 5

☐ ☐ ☒ ☐ ☐

16. Comments/
Specific Accomplishments:

I like that Boris staying focus on the tasks and often offering ideas how to improve work flow. I really appreciate that first of all check in with managers before doing. Your ideas are noticed! Good work!

17. Productivity *

1 2 3 4 5

☐ ☐ ☐ ☒ ☐

18. Comments/
Specific Accomplishments:

He is aware about daily tasks and always keeps himself busy! All assigned tasks completed without micromanagement or multiple reminders. Thank you for your diligent work!

Ratings:

Dependability:

19. Attendance/Punctuality *

1 2 3 4 5

☐ ☐ ☒ ☐ ☐

20. Comments/Specific Accomplishments:

Overall good attendance, team is relying on him! Good timing as well. I would appreciate being by the station to check in with the managers as close as possible to 6:30am.

21. Reliability/Timeliness *

1 2 3 4 5

☐ ☐ ☐ ☒ ☐

22. Comments/Specific Accomplishments:

I am very much relying on Boris! I believe I can explain him once or twice and he will take responsibilities from there. Great working independently, just will work on improving timing so we will have more time for new things to explore! Again very much loving working with him and having on our team!

23. Consistency *

1 2 3 4 5

☐ ☐ ☐ ☐ ☒

24. Comments/Specific Accomplishments:

Very consistent with his work! Detailed and great communication level! Appreciate it!

Ratings:

Professionalism

25. Teamwork *

1 2 3 4 5

☐ ☐ ☐ ☐ ☒

26. Comments/Specific Accomplishments:

Great team player! Thank you for your support, kindness and great attitude towards our team-family! Thankful!

27. Communication *

1 2 3 4 5

☐ ☐ ☐ ☐ ☒

28. Comments/Specific Accomplishments:

Well done! Always checking in first with the managers ! Keep up , we are here to support and grow, perform together!

29. Initiative *

1 2 3 4 5

☐ ☐ ☒ ☐ ☐

30. Comments/Specific Accomplishments:

In some things he is very initiative, as I mentioned before always staying busy. I would love to him felling more confident while making decisions and choosing which task is more important and specially when is a right time to do it (like sweeping/cleaning storages not during lunch service like it was done before or cleaning islands and missing check in on the kitchen) I do see improvements in these areas! Keep up! Any questions - here to discuss and support! Again I wanted to say thank you for his dedicated work! There is always room for growth and improvements !

31. Time Management *

1 2 3 4 5

☐ ☐ ☒ ☐ ☐

32. Comments/Specific Accomplishments:

Its get better! Performing well daily! Tasks are completed!

Overall Rating:

33. Work Quality & Job Knowledge:

4- doing great job, time to learn more and explore his talents, show his strong sides!
Grateful for hard work!!!!

34. Dependability:

100% 5 from 5 - very dependable ! Thank you!

35. Professionalism:

4 - professional performance on the daily basis

36. Average Rating:

4 - excited to learn more and continue working together!

37. Additional Comments:

Boris joined our team during a lots of changes, he went through the training and since then - super helpful! Thank you for being flexible, excepting feedback and coaching. Please continue communicate needs with managers, we are here to support. Just a reminder if you need to discuss anything with Jaime (any needs - very important)please try to choose time during your breaks or after you clock out, or check in with managers when will be a better time ! Here to support!

38. Action Plan:

For his diligent and dedicated work performance I would like to give him raise 0.50 per hour - \$18.50 starting Tuesday 1/21. Thank you and for more to come your way! Great job Boris!