



# ACROBAT OUTSOURCING

## TSC GROUP

### Employee Performance Review

#### EMPLOYEE INFORMATION

Employee Name	Kevin Dunkelberger	Date of Review	01.22.2020
Job Title	Tuck Shop Porter	Date	01.18.2020
Department	Tuck Shop Operations	Manager	Jaime Barnhart
Review Period	January 2019	to	January 2020 (Yearly Review)

#### RATINGS

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

#### Work Quality & Job Knowledge

Technical Ability	<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	Kevin's growth as a Tuck Shop porter has allowed him to be involved in more nuanced tasks. He completes his tasks in a proficient and professional manner.								
Work Quality	<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 type="checkbox"/>
Comments/ Specific Accomplishments	Kevin is detail oriented and demonstrates a thoroughness from start to finish with each task that he completes.								
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	Kevin is well versed in several Tuck Shop functions. This job knowledge has pushed Kevin to be a great teacher for new team members, as he is able to teach not only how things are done, but why they are done a certain way.								
Creativity	<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 type="checkbox"/>
Comments/ Specific Accomplishments	Kevin can grow as a porter by learning to find creative solutions when in the minute mistakes happen. This growth will happen with continued on the job experience and learning opportunities.								
Productivity	<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	Kevin is able to use down time to be productive by completing side work without being asked. His macro understanding of the week's needs allows him to use downtime to complete tasks for future events and projects.								

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

#### Dependability

Attendance/Punctuality	<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	Kevin is punctual and his attendance is consistent. Kevin demonstrates strong planning skills as time-off is always planned in advance.								
Reliability/Timeliness	<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	While Kevin is a reliable member of the team and completes tasks in a timely manner, growth can happen if Kevin is able to work within the plan in place and not being "too early."								
Consistency	<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	Kevin consistently works at a high level day in and day out. He is someone that the management team can consistently depend upon.								

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

#### Professionalism

Teamwork	<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	Kevin is a team player and demonstrates a great attitude. He works well with his peers and is always willing to go the extra mile. He is consistently happy to come in early or stay late to help the needs of the team.								
Communication	<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	Kevin exhibits very strong communication skills. He is responsive to several modes of communication. Learning to filter what needs to be communicated (not over-communicating) will lead to further growth as a leader on the team.								
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	Kevin takes the initiative to always do the right thing by Tuck Shop and will correct problems before being asked. He consistently takes the initiative to fill in the holes and help others.								
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	Kevin works effectively and efficiently.								

#### Overall Rating

Work Quality & Job Knowledge 4.0      Dependability 3.7      Professionalism 4.4

Average Rating 4

#### EVALUATION

Additional Comments	Kevin is an asset to the porter team and is someone who is worthy of trust. He is a great role model for his fellow porters. His attitude and spirit are kind and professional.
Action Plan	Kevin's continued growth will happen as he continues to fine tune what it means to be a hospitality professional. Additional coaching and mentorship from the management team will help with the aforementioned growth.

#### 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 1/28/20

1/28/20

Manager Signature

Date 1/28/20

1/28/20