

1. Employee Name: *

William Richards

2. Job Title:

Prep

3. Department:

Kitchen

4. Review Period Start Date:

11/4/2019



5. Review Period End Date:

2/4/2020



6. Date of Review

2/4/2020



7. Date

2/4/2020



8. Manager:

Ratings:

Work Quality & Job Knowledge:

9. Technical Ability *

1 2 3 4 5
☐ ☐ ☒ ☐ ☐

10. Comments/ Specific Accomplishments:

He needs to work on his consistency specially on tasks that are tedious, but overall he does pretty good.

11. Work Quality *

1 2 3 4 5
☐ ☐ ☒ ☐ ☐

12. Comments/
Specific Accomplishments:

The quality of his work is pretty good but he can work on his focus when he does thing, this will improve his quality of work even more.

13. Job Knowledge *

1 2 3 4 5

☐ ☒ ☐ ☐ ☐

14. Comments/
Specific Accomplishments:

He knows basics but he can for sure brush up on his overall kitchen knowledge.

15. Creativity *

1 2 3 4 5

☐ ☒ ☐ ☐ ☐

16. Comments/
Specific Accomplishments:

He lacks creativity but that's pretty normal for the level that he is at, this should improve with time and focus.

17. Productivity *

1 2 3 4 5

☐ ☐ ☒ ☐ ☐

18. Comments/
Specific Accomplishments:

He gets the job done, but would like to see him get faster so he can be more product and grow.

Ratings:

Dependability:

19. Attendance/Punctuality *

1 2 3 4 5

☐ ☐ ☐ ☒ ☐

20. Comments/Specific Accomplishments:

He gets in on time and doesn't really call out or miss work.

21. Reliability/Timeliness *

1 2 3 4 5

☐ ☒ ☐ ☐ ☐

22. Comments/Specific Accomplishments:

He is reliable on his tasks but needs to work on his timing, he needs to meet the deadline that are giving to him by myself or his lead.

23. Consistency *

1 2 3 4 5

☐ ☒ ☐ ☐ ☐

24. Comments/Specific Accomplishments:

His consistency needs to improve, he needs to be more focused on what he is doing and how he is doing it, if its not looking right he needs to stop and adjust.

Ratings:

Professionalism

25. Teamwork *

1 2 3 4 5

☐ ☐ ☐ ☒ ☐

26. Comments/Specific Accomplishments:

He is a good team player, he is always willing to jump in where ever to help who ever. Keep this up!

27. Communication *

1 2 3 4 5

☐ ☐ ☒ ☐ ☐

28. Comments/Specific Accomplishments:

He communicates well on his needs but I would like to see him have a better food dialog with his lead so that they can both learn and grow from each other.

29. Initiative *

1 2 3 4 5

☐ ☒ ☐ ☐ ☐

30. Comments/Specific Accomplishments:

In the role that he is he needs to learn how to navigate through the prep list, so that he can see what on the list needs to take priority and that way he can get started without people telling him where to start.

31. Time Management *

1 2 3 4 5

☐ ☒ ☐ ☐ ☐

32. Comments/Specific Accomplishments:

He needs to get better at his timing on things, the more that he is paying attention and is focused on the task at hand, the more that he will learn how to manage his time on certain tasks.

Overall Rating:

33. Work Quality & Job Knowledge:

2.5

34. Dependability:

3

35. Professionalism:

3

36. Average Rating:

3

37. Additional Comments:

Overall he does good work but he needs to show more interest in the food, the more interest he shows the more that he will improve and grow.

38. Action Plan:

Work on his focus, timing, and consistency. All these will improve the more interest he shows and the more that he keeps an open food dialog.