

Acrobat

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Your Hospitality Staffing Professionals

Employee Performance Review

EMPLOYEE INFORMATION

Employee Name **TOMMY EVANS**

Job Title **Dish**

Department **DISHROOM**

Review Period **12/6/19** to **2/6/20**

Date of Review **2/5/20**

Date **2/5/20**

Manager **DAVID KUNS**

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	RUNS DISH MACHINE AND USES TRIPLE SINK CORRECTLY. ✓								
Work Quality									
Comments/ Specific Accomplishments	MAKES DISHES, MACHINE, SINK(S) ARE CLEAN, AS WELL AS FLOOR AND ALL ELSE. ✓								
Job Knowledge									
Comments/ Specific Accomplishments	KNOWS WHAT NEEDS TO BE DONE AND HAS THAT AS THE AIM. ✓								
Creativity									
Comments/ Specific Accomplishments	WILL ORGANIZE AND PRIORITIZE ALL IN (AND OUT) OF THE ROOM. ✓								
Productivity									
Comments/ Specific Accomplishments	ACCOMPLISHES ALL THAT IS ASSIGNED AND MORE. ✓								

	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	ONLY MISSES WHEN CANNOT BE HELPED, AND IS RARE. ✓								
Reliability/Timeliness									
Comments/ Specific Accomplishments	ALWAYS STARTING ON TIME AND READY. TAKES DIRECTION WELL. ✓								
Consistency									
Comments/ Specific Accomplishments	NEVER A "BAD" DAY, ALWAYS WORKING TO ACCOMPLISH ALL TASKS. ✓								

	1	1.5	2	2.5	3	3.5	4	4.5	5
	Unacceptable		Needs Improvement		Meets Expectations		Exceeds Expectation		Outstanding
Professionalism									
Teamwork									
Comments/ Specific Accomplishments	GETS ALONG WELL WITH EVERYONE AND EASILY WORKS TOGETHER. ✓								
Communication									
Comments/ Specific Accomplishments	FREELY TALKS OF WHAT IS GOING AND ON AND LETS ME KNOW IMMEDIATELY IF SOMETHING NEEDS MY ATTENTION. ✓								
Initiative									
Comments/ Specific Accomplishments	CLEANS AND WORKS WITHOUT BEING SPECIFICALLY TOLD, MAKES SURE ALL IS AS NEEDED TO BE. ✓								
Time Management									
Comments/ Specific Accomplishments	KNOWS HOW TO MAKE THE BEST OF THINGS WITH PRIORITIZING AND ACCOMPLISHING WHAT IS MOST NEEDED AT THE TIME. ✓								

Work Quality & Job Knowledge **4.5** Dependability **4.5** Professionalism **4** Average Rating **4.5**

EVALUATION

Additional Comments **TOMMY IS RELIED UPON TO GET THINGS DONE, AND HAS A VERY GOOD SENSE OF HOW TO DO IT ALL. HE IS INVALUABLE ON 5.**

Action Plan **KEEP WORKING WITH HIM AND HAVING HIM REMAIN SEEING THE OVERALL PICTURE. HE IS WANTING TO LEARN MORE, TOO.**

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

Manager Signature **David J. Kuns**

Date

Date **2/7/2020**