



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 Needs Improvement	2 Meets Expectations	2.5 Exceeds Expectation	3 4 4.5 5 Outstanding
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Work Quality & Job Knowledge								
	1 Unacceptable	1.5 Needs Improvement	2 Meets Expectations	2.5 Exceeds Expectation	3 4 4.5 5 Outstanding			
Technical Ability	<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 checked="" 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"/>
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"/>
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 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 Needs Improvement	2 Meets Expectations	2.5 Exceeds Expectation	3 4 4.5 5 Outstanding	
Dependability						
Attendance/Punctuality	<input type="checkbox"/>	<input 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"/>	
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 checked="" 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 Needs Improvement	2 Meets Expectations	2.5 Exceeds Expectation	3 4 4.5 5 Outstanding	
Professionalism						
Teamwork	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" 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 checked="" 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 checked="" 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 01.22.2020

1/28/20

Manager Signature 

Date 01.18.2020

1/28/20