



ACROBAT OUTSOURCING

TSC GROUP

Employee Performance Review

EMPLOYEE INFORMATION

Employee Name Jina Kim

Job Title Pastry

Department

Review Period

Pastry

to

Date of Review 1/14/2020
Date 1/31/2020
Manager Jaime

RATINGS

1
Unacceptable

1.5
Needs Improvement

2
Meets Expectations

3.5
Exceeds Expectation

4
5
Outstanding

Work Quality & Job Knowledge

Technical Ability

Comments/
Specific Accomplishments

Solid technique across a wide range of skills, understands a lot of methods

Work Quality

Comments/
Specific Accomplishments

Produces high quality products consistently, executes to best of your ability

Job Knowledge

Comments/
Specific Accomplishments

Settled into station well, could work more off of our recipes

Creativity

Comments/
Specific Accomplishments

Good creativity with your desserts and nice presentations, needs to find a balance between complexity and time

Productivity

Comments/
Specific Accomplishments

Good level of productivity, loses time occasionally to things not working out

1
Unacceptable

1.5
Needs Improvement

2
Meets Expectations

3.5
Exceeds Expectation

4
5
Outstanding

Dependability

Attendance/Punctuality

Comments/
Specific Accomplishments

Good attendance and punctuality, on time and has never called out much

Reliability/Timeliness

Comments/
Specific Accomplishments

Generally good, but needs to finish on time consistently even if it includes changing the dish to make that happen

Consistency

Comments/
Specific Accomplishments

Generally consistent, could work on consistency of work flow

1
Unacceptable

1.5
Needs Improvement

2
Meets Expectations

3.5
Exceeds Expectation

4
5
Outstanding

Professionalism

Teamwork

Comments/
Specific Accomplishments

Good team player, easy to get along with

Communication

Comments/
Specific Accomplishments

Good communicator, but should be more proactive when needing help, don't feel bad asking for help

Initiative

Comments/
Specific Accomplishments

Good initiative, you're a self starter and you organize yourself well

Time Management

Comments/
Specific Accomplishments

Good time management, needs to be more proactive when needing to change the dish for time reasons, and try to get the order guides done in a timely manner

Overall Rating

Work Quality & Job Knowledge 3

Dependability 3

Professionalism 3

Average Rating 3.5

EVALUATION

Additional Comments Order guides need to be done by EOD Wednesday, try to work on being more flexible to if a dish needs to change

Action Plan With improving time management and flexibility to dish changes, that will increase the flow of your productivity

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 1/31/20

Manager Signature

Date 1/31/2020

Jaina B