

Acrobat

outsourcing
Your Hospitality Staffing Professionals

\$ 15.50
\$ 16.50
AM porter supervisor

Employee Performance Review

EMPLOYEE INFORMATION		Date of Review	January 2018
Name	Chris Nepocemo	Date	1/2/2018
Job Title	PORTER	Manager	Alexandra Bouillon
Department	Tuck Shop - FOH		
Review Period	2018 annual to		

RATINGS		1 = Unacceptable	2 = Needs Improvement	3 = Meets Expectations	4 = Exceeds Expectations	5 = Outstanding
Job Knowledge		☐	☐	☐	☐	☐
Comments / Specific Accomplishments	3					
Work Quality		☐	☐	☐	☐	☐
Comments / Specific Accomplishments	3					
Dependability		☐	☐	☐	☐	☐
Comments / Specific Accomplishments	3					
Initiative		☐	☐	☐	☐	☐
Comments / Specific Accomplishments	3					
Communication/Teamwork		☐	☐	☐	☐	☐
Comments / Specific Accomplishments	3					
Overall Rating	Average: <u>3</u>					

EVALUATION	
ADDITIONAL COMMENTS	Bigger picture. Supporting team, provide training. Add communication improvements to others and yourself. Takes initiative
ACTION PLAN FOR THE NEXT YEAR	Great organization, teach others.

VERIFICATION OF REVIEW	
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	Chris Nepocemo
Manager Signature	Alexandra Bouillon
Date	01/05/18
Date	1/5/18