

Acrobat

outsourcing
Your Hospitality Staffing Professionals

\$ 5.28
16-28
Shift Lead

Employee Performance Review

EMPLOYEE INFORMATION

Name	Ricardo Ferreira	Date of Review	January 2018
Job Title	PORTER	Date	1/2/2018
Department	Tuck Shop - FOH	Manager	Alexandra Bouillon
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: 3

EVALUATION

ADDITIONAL COMMENTS	Be open to Alexandra especially on difficult topics. Time station waiting.
ACTION PLAN FOR THE NEXT YEAR	Helping train. Take time to notice details. Tuck shop is main focus. Delegate to team. Be team lead.

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	<i>Ricardo Ferreira</i>	Date	1-5/2018
Manager Signature	<i>Alex Bouillon</i>	Date	1/5/2018