



Employee Performance Review

EMPLOYEE INFORMATION

Name	Lorna Morales	Date of Review
Job Title	Prep cook	Date
Department	Culinary	Manager
Review Period	to	

RATINGS

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

EVALUATION

ADDITIONAL COMMENTS	In the year that Lorna has been with us she has grown immensely. Everything from her speed, to retention of knowledge, to her communication has been constantly improving. She has become an individual that we rely upon and important member of our team. Lorna always has a great attitude and I believe it is contagious for the rest of the team. She can be counted on to move through tasks quickly and efficiently and has been a key player in the completion of our daily prep lists for all stations. Lorna has also been a key part of helping new hires integrate into our kitchen culture specifically with breaking down the kitchen by setting an example for others to follow.
ACTION PLAN FOR THE NEXT YEAR	Continue the work you have been doing with the catering team. You were specifically selected for this role as a result of the quality and speed of your work, your ability to follow direction, and your can do attitude. I am excited to continue to watch you grow with the team.

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

Date

3/2/18

Date

Manager Signature