

Acrobat

outsourcing
Your Hospitality Staffing Professionals

Employee Performance Review

EMPLOYEE INFORMATION		Date of Review	11/22/17
Name	Jesus Soto	Date	11/22/17
Job Title	PASTRY COOK	Manager	Phillip Fairchild – Acrobat
Department	PASTRY TEAM		
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dependability	Comments / Specific Accomplishments	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative	Comments / Specific Accomplishments	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication/Teamwork	Comments / Specific Accomplishments	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Overall Rating		Average: 2.5				

EVALUATION	
ADDITIONAL COMMENTS	<p>Jesus has made a good start overall. He has good, positive, helpful attitude and teamwork and can mostly be left to run his station effectively.</p> <p>Jesus's punctuality and attendance need improvement which has been discussed a number of times, there have also been issues with mistakes and communicating menu changes or ingredients which have also been discussed a number of times. I am confident though that these things can and will be improved and Jesus will continue to grow</p>
ACTION PLAN FOR THE NEXT YEAR	Improve dependability, communication, and focus to improve the above areas

VERIFICATION OF REVIEW	
<p><i>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.</i></p>	
Employee Signature	Date 11-22-2017
Manager Signature	Date