



Employee Performance Review

EMPLOYEE INFORMATION			
Name	Sandy Skees	Date of Review	8/30/2018
Job Title	Prep Cook	Date	8/30/2018
Department	Tuck Shop	Manager	Jared Sablan / Paul Rickett
Review Period	to		

RATINGS					
	1 = Unacceptable	2 = Needs Improvement	3 = Meets Expectations	4 = Exceeds Expectations	5 = Outstanding
Job Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments / Specific Accomplishments</i>					
Work Quality	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments / Specific Accomplishments</i>					
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments / Specific Accomplishments</i>					
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments / Specific Accomplishments</i>					
Communication/Teamwork	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Comments / Specific Accomplishments</i>					
Overall Rating	Average: 3.2				

EVALUATION	
ADDITIONAL COMMENTS	Sandy came in to our kitchen eager to learn a new trade; professional cooking. Despite his late start to joining the culinary industry, he has learned much and has committed himself to developing his skill set and his depth of knowledge in the culinary arts. Sandy continues to ask questions daily and build a better understanding of the craft, even on his own personal time. Sandy takes the time to absorb and carry out instruction and direction from his peers as well as the management team. He is flexible and adjusts well to the dynamic environment of our kitchen. He communicates well with others, maintains a great attitude and has built a rapport with his fellow coworkers. Sandy is the newest member of our sausage making program and has shown progress in his proficiency weekly.
ACTION PLAN FOR THE NEXT YEAR	While gaining a better understanding of the nuances of cuisine, Sandy's focus for the next year is to develop more drive and initiative in the kitchen. To develop and strengthen his ability to multitask and push on through projects faster. With repetition and practice Sandy should have no problem executing and completing his tasks quickly, proficiently and with accuracy.

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>	

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Name	Sandy Skees	Date of Review	8/30/2018
Job Title	Prep Cook	Date	8/30/2018
Department	Tuck Shop	Manager	Jared Sablan / Paul Rickett
Review Period	to <i>90 DAYS</i>		
Employee Signature	X		
Manager Signature	<i>JM</i>		