

## Employee Performance Review

EMPLOYEE INFORMATION

Employee Name: Gregory Morse Date of Review: 02/20/2020

Job Title: COOK Date: \_\_\_\_\_

Department: LUNCH/SALADS Manager: \_\_\_\_\_

Review Period: \_\_\_\_\_

RATINGS

1 Unacceptable 1.5 2 Needs Improvement 2.5 3 Meets Expectations 3.5 4 Exceeds Expectation 4.5 5 Outstanding

Technical Ability

Comments/Specific Accomplishments: \_\_\_\_\_

Work Quality

Comments/Specific Accomplishments: \_\_\_\_\_

Job Knowledge

Comments/Specific Accomplishments: \_\_\_\_\_

Creativity

Comments/Specific Accomplishments: \_\_\_\_\_

Productivity

Comments/Specific Accomplishments: \_\_\_\_\_

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Attendance/Punctuality

Comments/Specific Accomplishments: \_\_\_\_\_

Reliability/Timeliness

Comments/Specific Accomplishments: \_\_\_\_\_

Consistency

Comments/Specific Accomplishments: \_\_\_\_\_

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Teamwork

Comments/Specific Accomplishments: \_\_\_\_\_

Communication

Comments/Specific Accomplishments: \_\_\_\_\_

Initiative

Comments/Specific Accomplishments: \_\_\_\_\_

Time Management

Comments/Specific Accomplishments: \_\_\_\_\_

Overall Rating

Professionalism

Dependability

Work Quality & Job Knowledge

EVALUATION

Additional Comments: \_\_\_\_\_

Action Plan: \_\_\_\_\_

VERIFICATION OF REVIEWS

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: \_\_\_\_\_

Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- try to get to work more consistently on time (or early) - be mindful of frequency of asking to leave early.

doing tasks well, always room for improvement

- easy to communicate with / good @ taking constructive criticism, but always has an excuse

could improve on level of motivation

up & down - inconsistent; sometimes tasks are completed in a timely fashion, other times tasks seem to take a while

Greg has a lot of potential and is moving in a great direction

\$20 Current ↑ \$21.00