

Hire date: 11/16/18

Employee Performance Review

EMPLOYEE INFORMATION		Date of Review
Employee Name	Genaro Smart	3/4/19
Job Title	cook	Date 3/4/19
Department	breakfast	Manager
Review Period	11/16/18 to 3/4/19 — 90 day	

	1	1.5	2	2.5	3	3.5	4	4.5	5
	Unacceptable		Needs Improvement		Meets Expectations		Exceeds Expectation		Outstanding
Work Quality & Job Knowledge									
Technical Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments/ Specific Accomplishments									
Work Quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments/ Specific Accomplishments									
Job Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments/ Specific Accomplishments									
Creativity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments/ Specific Accomplishments	great job w/ tofu scramble								
Productivity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments/ Specific Accomplishments									

	1	1.5	2	2.5	3	3.5	4	4.5	5
	Unacceptable		Needs Improvement		Meets Expectations		Exceeds Expectation		Outstanding
Dependability									
Attendance/Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments/ Specific Accomplishments									
Reliability/Timeliness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments/ Specific Accomplishments									
Consistency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments/ Specific Accomplishments									

	1	1.5	2	2.5	3	3.5	4	4.5	5
	Unacceptable		Needs Improvement		Meets Expectations		Exceeds Expectation		Outstanding
Professionalism									
Teamwork	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments/ Specific Accomplishments	Great team player/willing to help anyone - always willing to stay and finish day strong.								
Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments/ Specific Accomplishments	Taking things less personal, shown improvement in attitude.								
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments/ Specific Accomplishments									
Time Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments/ Specific Accomplishments									

	Overall Rating	Average Rating
Work Quality & Job Knowledge		
Dependability		
Professionalism		

EVALUATION	
Additional Comments	Areas for improvement: continued increase on focus. Continue to work on cleanliness and organization.
Action Plan	Learn "front line" continental breakfast job.

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 3/4/19
Manager Signature	Date 3/4/19