

Acrobat
outsourcing
Your Hospitality Staffing Professionals

\$20

Hire date: 1/16/18

Employee Performance Review

EMPLOYEE INFORMATION

Employee Name	Genaro Smart	Date of Review	3/4/19
Job Title	cook	Date	3/4/19
Department	breakfast	Manager	
Review Period	1/16/18 to 3/4/19 - 90 day		

RATINGS

	1	1.5	2	2.5	3	3.5	4	4.5	5
	Unacceptable	Needs Improvement	Meets Expectations		Exceeds Expectation				
Work Quality & Job Knowledge									

Technical Ability	<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									
Work Quality	<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									
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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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				
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Comments/ Specific Accomplishments									
Consistency	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Comments/ Specific Accomplishments									

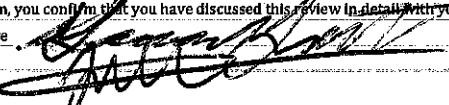
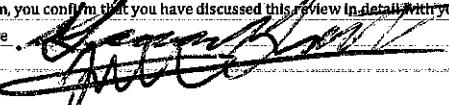
	1	1.5	2	2.5	3	3.5	4	4.5	5
	Unacceptable	Needs Improvement	Meets Expectations		Exceeds Expectation				
Professionalism									

Teamwork	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
Comments/ Specific Accomplishments									
Communication	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
Comments/ Specific Accomplishments									
Initiative	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>						
Comments/ Specific Accomplishments									
Time Management	<input type="checkbox"/>	<input checked="" 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				
Overall Rating									

Work Quality & Job Knowledge	Dependability	Professionalism	Average Rating
EVALUATION			

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