



Corporate Management Group

Performance Evaluation

Name: \_\_\_\_\_

Date of 90 Review: \_\_\_\_\_

Client: \_\_\_\_\_

Scheduled Annual: \_\_\_\_\_

Date: \_\_\_\_\_

Current Compensation: \_\_\_\_\_

RATING:

- 5= Far exceeds expectations
4= Exceeds expectations
3= Fully meets expectations
2= Periodically meets expectations (or is new in their role)
1= Does not meet expectations (minimum requirements are generally not met; critical need for improvement)

ESSENTIAL SKILLS:

ON SITE RESPONSIBILITIES RATING

- Focuses on key priorities.
Understands how the business is run; possesses operational knowledge of the business.
Utilizes all available resources and tools to identify and capitalize on ideas that contribute to improved customer service, efficiency, and profit.
Develops and implements strategies to impact customer satisfaction.
Shows dedication to the needs of the business first and foremost.
Evaluates key areas at key times and provides support to facilitate good business across on site client locations.

CMG PAYROLL RATING

- Aggressively implements proactive plans, maximizes opportunities, and achieves desired results.
Accurately processes payroll for onsite CMG employees.
Meets deadlines in distributing payroll information to corporate in order for corporate to meet all deadlines with ESSG and client leadership team.



- Demonstrates time efficiency in focusing on the task at hand while being able to juggle competing priorities. \_\_\_\_\_
- Resolves and identifies any discrepancies in a timely manner. \_\_\_\_\_

<b>STAFF DEVELOPMENT</b>	<b>RATING</b>
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- Builds a cohesive team via the following: Establishes an open and trusting work environment: listens to and addresses employee concerns. \_\_\_\_\_
- Properly evaluates individuals' performance, including attendance and holds people accountable. \_\_\_\_\_
- Effectively evaluates abilities, interests, and development needs of employees; provides appropriate feedback and partners with client management to make necessary moves or change in assignments. \_\_\_\_\_
- Follows up and addresses concerns in a timely manner. \_\_\_\_\_
- Shares knowledge relating to on site processes and procedures with relation to cross training and multi-client location support. \_\_\_\_\_

<b>RECRUITING</b>	<b>RATING</b>
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- Focuses on building a pipeline of talent through walk in applicants and utilizes other recruiting methods to secure skilled talent. \_\_\_\_\_
- Utilizes applicant tracking system, cmg time to add applicants and convert individuals to new hires. \_\_\_\_\_
- Successfully delivers recruiting results on newly created positions, projects, and replacement needs while maintaining a sense of urgency. \_\_\_\_\_
- Follows client protocol for new hire orientation training and is thorough in providing a tour of the facility, safety training, and setting realistic expectations of work assignment through CMG. \_\_\_\_\_
- Reports recruiting progress to leadership team and asks for help if the recruiting call out is larger than normal; evaluates daily staffing ratios. \_\_\_\_\_

<b>COMMUNICATION</b>	<b>RATING</b>
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- Provides relevant and timely information to CMG leadership, client managers, and staff. \_\_\_\_\_
- Takes initiative to create memos to communicate new information or policy changes to CMG temporary staff. \_\_\_\_\_
- Articulates ideas in a clear, concise, and professional manner; displays appropriate assertiveness when advocating point of view. \_\_\_\_\_
- Prepares concise, accurate, and easily read and understood memos and reports. \_\_\_\_\_
- Selects most appropriate means of communication. \_\_\_\_\_



- Establishes and maintains effective relationships; consistently treats others with respect. \_\_\_\_\_
- Accepts constructive criticism and feedback and uses suggestions to best advantage. \_\_\_\_\_
- Builds cooperation and commitment to achieving mutual goals. Offers bilingual ability to client to translate on an as needed basis. \_\_\_\_\_
- Demonstrates understanding of nonverbal communication methods including email and reporting and shows ownership for the information. \_\_\_\_\_

DECISION MAKING	RATING
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- Uses good judgment to make effective decisions within appropriate timeframes that support company goals. \_\_\_\_\_
- Executes plans and implements company change relating to process and procedure. \_\_\_\_\_
- Selects the best course of action after analyzing alternatives. \_\_\_\_\_
- Operates effectively in the face of uncertainty. \_\_\_\_\_
- Seeks out answers. \_\_\_\_\_
- Keeps customers' interests in mind when making decisions. \_\_\_\_\_

REPORTING/CMG TIME PROFICIENCY	RATING
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- Demonstrates proficiency in use of cmg time for maintaining applicant records, staff file information, status changes, and terminations. \_\_\_\_\_
- Utilizes CMG Time for automated reporting capability. \_\_\_\_\_
- Documents staff profile information in cmg time. \_\_\_\_\_
- Strives for new computer proficiency information and knowledge which will increase efficiency in all realms of role. \_\_\_\_\_



**STRENGTHS**

- 1.)
- 2.)
- 3.)

**FUTURE OBJECTIVES**

- 1.)
- 2.)
- 3.)

Comments:

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Employee Signature

Date

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Witness

Date

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Conducted By

Date