



Corporate Management Group

Performance Evaluation

Name: Sierra Peterson Date of 90 Review: _____
 Client: RF/Alum Scheduled Annual: _____
 Date: 2/11/2020 Current Compensation: \$19.50

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. | 5 |
| • Understands how the business is run; possesses operational knowledge of the business. | 4 |
| • Utilizes all available resources and tools to identify and capitalize on ideas that contribute to improved customer service, efficiency, and profit. | 4 |
| • Develops and implements strategies to impact customer satisfaction. | 3 |
| • Shows dedication to the needs of the business first and foremost. | 4 |
| • Evaluates key areas at key times and provides support to facilitate good business across on site client locations. | 0 |

CMG PAYROLL	RATING
-------------	--------

- | | |
|---|-----------------------|
| • Aggressively implements proactive plans, maximizes opportunities, and achieves desired results. | 0 |
| • Accurately processes payroll for onsite CMG employees. | 0 |
| • Meets deadlines in distributing payroll information to corporate in order for corporate to meet all deadlines with ESSG and client leadership team. | 4 (Vacc. deli / PSTC) |



- Demonstrates time efficiency in focusing on the task at hand while being able to juggle competing priorities. 4
- Resolves and identifies any discrepancies in a timely manner. 4

STAFF DEVELOPMENT	RATING
-------------------	--------

- | | |
|---|----------|
| • Builds a cohesive team via the following: Establishes an open and trusting work environment: listens to and addresses employee concerns. | <u>4</u> |
| • Properly evaluates individuals' performance, including attendance and holds people accountable. | <u>4</u> |
| • 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. | <u>4</u> |
| • Follows up and addresses concerns in a timely manner. | <u>3</u> |
| • Shares knowledge relating to on site processes and procedures with relation to cross training and multi-client location support. | <u>3</u> |

RECRUITING	RATING
------------	--------

- | | |
|--|----------|
| • Focuses on building a pipeline of talent through walk in applicants and utilizes other recruiting methods to secure skilled talent. | <u>3</u> |
| • Utilizes applicant tracking system, cmg time to add applicants and convert individuals to new hires. | <u>4</u> |
| • Successfully delivers recruiting results on newly created positions, projects, and replacement needs while maintaining a sense of urgency. | <u>3</u> |
| • 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. | <u>4</u> |
| • Reports recruiting progress to leadership team and asks for help if the recruiting call out is larger than normal; evaluates daily staffing ratios. | <u>0</u> |

COMMUNICATION	RATING
---------------	--------

- | | |
|---|----------|
| • Provides relevant and timely information to CMG leadership, client managers, and staff. | <u>4</u> |
| • Takes initiative to create memos to communicate new information or policy changes to CMG temporary staff. | <u>4</u> |
| • Articulates ideas in a clear, concise, and professional manner; displays appropriate assertiveness when advocating point of view. | <u>3</u> |
| • Prepares concise, accurate, and easily read and understood memos and reports. | <u>5</u> |
| • Selects most appropriate means of communication. | <u>4</u> |



- Establishes and maintains effective relationships; consistently treats others with respect. 4
- Accepts constructive criticism and feedback and uses suggestions to best advantage. 3
- Builds cooperation and commitment to achieving mutual goals. Offers bilingual ability to client to translate on an as needed basis. 3
- Demonstrates understanding of nonverbal communication methods including email and reporting and shows ownership for the information. 5

DECISION MAKING	RATING
------------------------	---------------

- Uses good judgment to make effective decisions within appropriate timeframes that support company goals. 4
- Executes plans and implements company change relating to process and procedure. 4
- Selects the best course of action after analyzing alternatives. 4
- Operates effectively in the face of uncertainty. 4
- Seeks out answers. 5
- Keeps customers' interests in mind when making decisions. 4

REPORTING/CMG TIME PROFICIENCY	RATING
---------------------------------------	---------------

- Demonstrates proficiency in use of cmg time for maintaining applicant records, staff file information, status changes, and terminations. 5
- Utilizes CMG Time for automated reporting capability. 4
- Documents staff profile information in cmg time. 4
- Strives for new computer proficiency information and knowledge which will increase efficiency in all realms of role. 4



STRENGTHS

- 1.) willing to learn more tasks/take on more work
- 2.) Able to be your backup when you're gone
- 3.) able to direct employees with what to do when they have questions/issues.


FUTURE OBJECTIVES

- 1.) Monday Disc/Missing Hours.
- 2.) More active in Alive/City of Rochester
- 3.) learn the CDL process.

Comments:
Sheira is dependable and always eager to learn. She is responsible and will take on her tasks head on.


 Employee Signature

2/11/2020
 Date

Witness/

 Conducted By

Date
 2/11/2020
 Date