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Reichel Foods, Inc. Employee Performance Review

EMPLOYEE INFORMATION

Name: Mohamed Sirat - 90 day	Due Date: 8/31/2020
Job Title: Line Sanitation Employee	Employee Start Date: 5/13/2020
Department: MV2	Supervisor/Manager: Sam Chea
Review Period 5/13/2020 to 9/13/2020	Raise Recommended? No How much?

RATINGS

	1 = F Poor	2 = D Fair	3 = C Satisfactory	4 = B Good	5 = A Excellent
Job Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Training on being a room sanitor, able to work some areas of pack off</i>					
Work Quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Keeps work area clean, make sure to stay in the room more in case assistance is required by MO or Sanitation</i>					
Attendance/Punctuality 2 call in/1 tardy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Attendance is ok, needs work on getting here on time in a timely manner</i>					
Safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Works in a safe manner, no incidents documented</i>					
Food Safety/GMP Compliance 0 GMP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Has a good understanding of food safety and GMP's, there's always room for improvement</i>					
ommunication/Listening Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Takes direction well from Leads & Supervisors</i>					
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Does his best to keep areas as clean as possible to avoid any safety hazards</i>					
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Can be counted on</i>					
Overall Rating 4.3					

EVALUATION

Showing growth and improvement since he started, need work on being here on time, overall trending in the right direction

GOALS Strive for GMP violations for the rest of the year, commit to reducing or eliminating scrap wherever possible, keep breakroom and rest room areas clean at all times, work on getting here during start up in a timely manner

VERIFICATION OF REVIEW

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 9-3-20
Supervisor/Manager Signature	Date 9-3-20

OFFICE USE ONLY

Use Amount: <i>8 days</i>	Prev. Raise Amt:	Date:	Reason:
New Wage: <i>12.00</i>	Prev. Raise Amt:	Date:	Reason:
Effective Date of New Wage:	Prev. Raise Amt:	Date:	Reason:

Accounting Signature