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Reichel Foods, Inc. Employee Performance Review

EMPLOYEE INFORMATION	
Name: Abdullahi Nur - 90 day	Due Date: 8/31/2020
Job Title: Cartoner	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

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 filling produce on 2 and 3 cell products</i>					
Work Quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>keeps work areas clean, fills trays to correct weights</i>					
Attendance/Punctuality 0 call in/1 tardy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>attendance is ok, need work on getting to the line on time during start ups and after break</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 type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Has a good understanding of food safety and GMP's, no violations</i>					
Communication/Listening Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Takes direction well from Leads & Supervisors</i>					
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>does his best to keep pace with the lines, able to work other areas and rotate without issue</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 4.5					

EVALUATION	
showing growth since he started, continues to improve daily, overall trending in the right direction	
GOALS: Strive for zero gmp violatons for the rest of the year, keep rest room and breakroom areas clean at all times, return from breaks 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 <i>[Signature]</i>	Date 9/3/20
Supervisor/Manager Signature <i>[Signature]</i>	Date 9/3/20

OFFICE USE ONLY			
Raise Amount: <i>0 deny</i>	Prev. Raise Amt:	Date:	Reason:
New Wage: <i>10.00</i>	Prev. Raise Amt:	Date:	Reason:
Effective Date of New Wage:	Prev. Raise Amt:	Date:	Reason:
Accounting Signature			