



W W

Reichel Foods, Inc. Employee Performance Review

EMPLOYEE INFORMATION	
Name: Chanthy Day	Due Date: 8/31/2020
Job Title: Co-Packing Start of Production Line (5/27/16)	Employee Start Date: 9/10/2009
Department: Hormel	Supervisor/Manager: Cham Ouk
Review Period 9/10/2019 to 9/10/2020	Raise Recommended? Yes / 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"/>
Comments very knowledgeable of work duty					
Work Quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments hard worker					
Attendance/Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments Punctuality 0 call in/2 tardy					
Safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments never has any incident relate to safety					
Food Safety/GMP Compliance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments : 0 GMP					
Communication/Listening Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments follow and understand direction very well					
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments always keep her self busy					
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments her work ethic make her very dependable					
Overall Rating (average the rating numbers above)	4.75				

EVALUATION
ADDITIONAL COMMENTS
GOALS (as agreed upon by employee and manager) keep work area clean at all time , make sure all product have good quality before shipping out , help get ready for audit

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 08-25-20
Supervisor/Manager Signature	Date 08-25-20

OFFICE USE ONLY			
Raise Amount: 0 raise	Prev. Raise Amt:	Date:	Reason:
New Wage: 15.00	Prev. Raise Amt:	Date:	Reason:
Effective Date of New Wage:	Prev. Raise Amt:	Date:	Reason:

Accounting Signature
Trade secret: confidential commercial information exempt from disclosure pursuant to 5 U.S.C. § 552(b)(4)