



WU

Reichel Foods, Inc. Employee Performance Review

EMPLOYEE INFORMATION

| | |
|--------------------------------------|-------------------------------------|
| Name: Muna Mohamed- 90 day | Due Date: 8/31/2020 |
| Job Title: Cartoner | Employee Start Date: 5/13/2020 |
| Department: Rotary | Supervisor/Manager: Jamie Laber |
| Review Period 5/13/2020 to 9/13/2020 | Raise Recommended? 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>Comments Muna has a good understanding as a filler and working in the pack off area on all lines.</i> | | | | | |
| Work Quality | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <i>Comments Muna does a good job filling produce and working in the pack off area on all lines.</i> | | | | | |
| Attendance/Punctuality 4 call in/0 tardy | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>Comments needs to work on attendance.</i> | | | | | |
| Safety | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <i>Comments she works in a safe manner.</i> | | | | | |
| Food Safety/GMP Compliance 0 GMP | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <i>Comments : Muna follows food safty policies and she has no GMP violations.</i> | | | | | |
| mmunication/Listening Skills | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <i>Comments Muna listens to leads and supervisors well and she also communicates issues we are having.</i> | | | | | |
| Initiative | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <i>Comments Muna knows how to do multipul jobs like produce filling and working in the pack off on all lines just try to find ways to eliminate or reduce tray waste.</i> | | | | | |
| Dependability | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <i>Comments Muna works well independently with little or no direction.</i> | | | | | |
| Overall Rating (average the rating numbers above) 4.25 | | | | | |

EVALUATION

ADDITIONAL COMMENTS train new employees and be audit ready everyday.

GOALS (as agreed upon by employee and manager) work on attendance, keep the floors clean, try to find ways to eliminate or reduce waste and help achieve daily going rates while following all reichel foods policies and procedures.

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>Muna Mohamed</i> | Date <i>8/20/2020</i> |
| Supervisor/Manager Signature <i>Jamie Laber</i> | Date <i>8/20/20</i> |

OFFICE USE ONLY

| | | | |
|-----------------------------|------------------|-------|---------|
| Raise Amount: <i>0 acmg</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

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