



Corporate Management Group

Performance Evaluation

Name:

Kelly Sutton

Date of 90 Review:

✓

Client:

Reichel Foods

Scheduled Annual:

6/14/21

Date:

6/14/21

Current Compensation:

\$19.00

→ \$20.00

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. 4
- Understands how the business is run; possesses operational knowledge of the business. 2
- Utilizes all available resources and tools to identify and capitalize on ideas that contribute to improved customer service, efficiency, and profit. 3
- Develops and implements strategies to impact customer satisfaction. N/A
- 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. N/A

CMG PAYROLL

RATING

- Aggressively implements proactive plans, maximizes opportunities, and achieves desired results. N/A
- Accurately processes payroll for onsite CMG employees. ↓
- Meets deadlines in distributing payroll information to corporate in order for corporate to meet all deadlines with ESSG and client leadership team. ↓



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



STAFF DEVELOPMENT

RATING

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

N/A



RECRUITING

RATING

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

3

2

3

3

3

COMMUNICATION

RATING

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

3

3

3

3

3



- 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. 3

DECISION MAKING	RATING
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- Uses good judgment to make effective decisions within appropriate timeframes that support company goals. 3
- Executes plans and implements company change relating to process and procedure. 2
- Selects the best course of action after analyzing alternatives. 3
- Operates effectively in the face of uncertainty. 3
- Seeks out answers. 3
- Keeps customers' interests in mind when making decisions. 3

REPORTING/CMG TIME PROFICIENCY	RATING
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- Demonstrates proficiency in use of cmg time for maintaining applicant records, staff file information, status changes, and terminations. 2
- Utilizes CMG Time for automated reporting capability. 2
- Documents staff profile information in cmg time. 3
- Strives for new computer proficiency information and knowledge which will increase efficiency in all realms of role. 3



STRENGTHS

- 1.) Attendance is exceptional and shows dependability.
- 2.) Shows respect and patience for all procedures and policies.
- 3.) Eager to learn and focus on the tasks at hand.

FUTURE OBJECTIVES

- 1.) Learn to send coverage emails to client.
- 2.) Utilize CMG onsite manual when learning new tasks.
- 3.) Prioritize daily tasks.

Comments:

I recommend a \$1.00 increase for Kelly at her 90 day review due to the tasks she has learned and meeting expectations in her first 90 days.

Employee Signature

Kelly M. Sutter

Date

6/15/2021

Witness

Kelly A. Sutter

Date

6/15/2021

Conducted By

Date