



Corporate Management Group

Performance Evaluation

Name: Kelly Sutton Date of Review: 4/14/23
Client: RF Scheduled Annual: 4A
Date: 4/12/23 Current Compensation: \$22.00

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. 2
Understands how the business is run; possesses operational knowledge of the business. 3
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. 2
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. 4

CMG PAYROLL RATING

- Aggressively implements proactive plans, maximizes opportunities, and achieves desired results. 3
Accurately processes payroll for onsite CMG employees. 3
Meets deadlines in distributing payroll information to corporate in order for corporate to meet all deadlines with ESSG and client leadership team. 4



- Demonstrates time efficiency in focusing on the task at hand while being able to juggle competing priorities. 2
- Resolves and identifies any discrepancies in a timely manner. 3

STAFF DEVELOPMENT	RATING
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- Builds a cohesive team via the following: Establishes an open and trusting work environment: listens to and addresses employee concerns. 3
- Properly evaluates individuals' performance, including attendance and holds people accountable. 3
- 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. Max
- Follows up and addresses concerns in a timely manner. 3
- Shares knowledge relating to on site processes and procedures with relation to cross training and multi-client location support. Max

RECRUITING	RATING
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- Focuses on building a pipeline of talent through walk in applicants and utilizes other recruiting methods to secure skilled talent. 3
- Utilizes applicant tracking system, cmg time to add applicants and convert individuals to new hires. 3
- Successfully delivers recruiting results on newly created positions, projects, and replacement needs while maintaining a sense of urgency. 2
- 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. 4
- Reports recruiting progress to leadership team and asks for help if the recruiting call out is larger than normal; evaluates daily staffing ratios. 3

COMMUNICATION	RATING
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- Provides relevant and timely information to CMG leadership, client managers, and staff. 3
- Takes initiative to create memos to communicate new information or policy changes to CMG temporary staff. 3
- Articulates ideas in a clear, concise, and professional manner; displays appropriate assertiveness when advocating point of view. 3
- Prepares concise, accurate, and easily read and understood memos and reports. 3
- Selects most appropriate means of communication. 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. 3
- Selects the best course of action after analyzing alternatives. 3
- Operates effectively in the face of uncertainty. 4
- Seeks out answers. 4
- Keeps customers' interests in mind when making decisions. 4

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 *leaves*
- Utilizes CMG Time for automated reporting capability. 2 *call off*
- 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.) Meeting deadlines in a timely manner.
- 2.) Being dependable to CMG, ~~and~~ employees & client.
- 3.) Willing to help in all areas needed.

FUTURE OBJECTIVES

- 1.) Stay consistent with transfer, TOR, & vac/orie process.
- 2.) Help with making new hire process more efficient.
- 3.) Move forward with EPR received process, increases, & retro pay process.

Comments:

Kelly is very dependable and her reliability is a huge asset to CMG. Kelly is very patient with employees and all new hires. She excels in the new hire process.

Kelly M. Sutter

4.12.23

Employee Signature

Date

n/a

n/a

Witness

Date

Kelsey Aditt

Conducted By

Date