CMG
CORPORATE MANAGEMENT GROUP

"your workforce management & staffing experts"

30-90 Evaluation for Employees in a New Position

Employee Name: Abdinuur Mohamed	Department:	IQF
Job Title: Packout	Hire Date:	5-18-16
Supervisor: Nick Rausch	Evaluation Period:	1 year

Tasks	Criteria	Acceptable	Needs Improvement	Not-Acceptable
Attendance	• Reports for all scheduled shifts at the scheduled start time	☒		☐
	• Notifies supervision in advance if unable to report to work as scheduled	☒	☐	☐
Communication	• Effectively exchanges information, written or verbal, with all types of personnel	☒	☐	☐
	• Communicates information accurately, timely, and respectfully	☒	☐	☐
Job Skills and Ability to Learn	• Able to grasp new concepts and applies them to the job	☒	☐	☐
	• Demonstrates technical understanding of the job	☒	☐	☐
	• Asks questions to confirm understanding of concepts	☒	☐	☐
Work Quality and Ability to Follow Work Instructions	• Operates systems and equipment properly	☒ ☐	☐ ☐	☐ ☐
	• Follows work procedures	☒	☐	☐
	• Follows through on tasks	☒	☐	☐
Safety and QA-Food Safety Awareness	• Follows all Safety policies	☒	☐	☐
	• Watches out for others	☒	☐	☐
	• Follows all GMP policies & procedures	☒	☐	☐
Team Work and Initiative	• Able to get along with others and help them complete tasks	☒	☐	☐
	• Does work without being constantly reminded	☒	☐	☐
	• Fits into the norms and expectations of the organization.	☒	☐	☐

Please answer the following questions below:

Employee	Supervisor
Are additional resources/tools needed? *No*	Have additional resources/tools that the employee requested been provided?
Are there any barriers or obstacles to successfully perform the work? *No*	If obstacles or barriers exist, what has been done to eliminate them?

For Employees at their 30-Day and 90-Day milestone, please mark one:

☑ Employee is making progress and meeting performance expectations

☐ Employee is not making progress and is not meeting performance expectations

Supervisor Comments
(If Not-Acceptable is marked for any Task, specific examples must be provided) Great Job !
Employee Comments

This Evaluation has been reviewed with me on this date.

Employee Signature: *ABd'NCeur*	Date: 5/3/17
Supervisor Signature: *Nik Rmbch*	Date: 4/26/17

Would this employee be eligible for a wage increase? Yes: ___✓___   No: _____

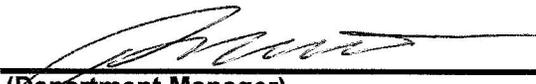If Yes, Amount? _____   Approved by: _____ Date: _____

25¢ Raise
5/22/17

PAYROLL CHANGE REPORT

Today's Date: 4/25/2017	**Effective Date:** 5/22/2017
Hire Date: 5/18/2016	**Hours Worked:** 1 Year
Employee's Name: Abdinuur Mohamed	
Department: Packout	

	CHANGE (S)	FROM	TO
X	Rate	$10.50	$10.75
	Shift Differential		
	Total	$10.50	$10.75

	REASON (S) FOR THE CHANGE (S)						
	Seniority Increase (Circle One)	3 Month	6 Month	1 Year	1 1/2 Year	2 Year	Annual
	Merit Increase (level 2)						
	Other						

ADDITIONAL COMMENTS

Authorized by: _(signature)_	**Date:** 4/25/17	
(Department Manager)		
Guideline verified: _(signature)_	**Date:** 4-25-17	
(Human Resources)		
(signature)	**Date:** 4/25/17	
(GM Authorization)		

New
4-26-17