



**Performance Review  
(Manager to Complete)**

Employee Name: Andre Bowden Department: \_\_\_\_\_

Current Date: \_\_\_\_\_ Date of Employment: \_\_\_\_\_

Title: Recruiter

Current Evaluation Period: 90 Day Review

Current Evaluator Name/Title: Taylor Bousness - Recruiting Manager

**Work Performance**

<b>Work Performance</b>	<b>1. Unacceptable 2. Fair 3. Good 4. Superior</b>
<b>Client Service Skills</b>	<b>Comments</b> 1 (2) 3 4
The ability to develop client relationships by making an effort to listen to and understand the client. The ability to anticipate and provide solutions to client needs and give high priority to client satisfaction.	Read through each email from clients carefully, be sure you are understanding the information being received. Ensure you are terminating employee in ATS system accordingly and activating/inactivating job openings as they are relayed.
<b>Team Work Skills</b>	<b>Comments</b> 1 2 (3) 4
The ability to develop relationships with co-workers and to contribute to group solutions. The effort put forward to making our company a better place to work for everyone.	You work wonderfully with the CMG Team. You are becoming more confident in your skills and abilities and are more competitive with the other recruiters in the office.
<b>Quality of Work</b>	<b>Comments</b> 1 (2) 3 4
The value of work produced by the employee and the thoroughness, accuracy, neatness, and acceptability of the work completed. Ability to work under pressure and learn from previous mistakes. Accurately checking processes and tasks and handling issues in a timely manner.	You are still learning the staffing business. I believe the email, recruiting and phone call trainings have helped you tremendously. Continue working on your professional correspondence and relaying any/all information the applicant would need to know about the job and hiring process.
<b>Quantity of Work</b>	<b>Comments</b> 1 (2) 3 4
The quantity of work produced by the employee and accuracy and acceptability of the work completed. The ability to work at quick rates of speed, under pressure, while producing accurate outcomes.	I still think you are capable of more hires each week, that correlates directly with the number of submittals you have each week. Be sure you are constantly making calls and sending text messages.
<b>Judgment and Decision Making</b>	<b>Comments</b> 1 (2) 3 4
The ability to think logically and practically before making decisions. Use of independent thought, originality, and reasoning. Ability to prioritize work and timely implementation of workable solutions to problem. The ability to handle confidential information.	You are still getting comfortable with CMG's policies and procedures so give yourself time to learn them all. As you work in our systems more and spend more time with applicants you will have a better understanding.



## Development

State the agreed upon goals to be accomplished during the next rating period. Include agreed upon actions and time frames to be observed in attaining these goals:

Goals (Improvement/Achievement)	Actions/Objectives	To Be Completed (Mo/Yr)
1. 15 submittals per week 2. 7 hires per week 3. <del>\$10,000</del> in commission \$15,000		

What steps can employee take to prepare for or enhance opportunities for future advancement? Include actions to be taken by reviewer to assist employee in accomplishing these steps:

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Date of next performance review: Annual review

Signatures:  
  
\_\_\_\_\_  
Reviewer

12/20/18  
\_\_\_\_\_  
Date

Archie Borden  
\_\_\_\_\_  
Employee

12/20/18  
\_\_\_\_\_  
Date

Employee Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Employee to complete)

Employee Name: \_\_\_\_\_ Department: \_\_\_\_\_

Current Date: \_\_\_\_\_ Title: \_\_\_\_\_

Current Evaluator Name/Title: \_\_\_\_\_

**Check appropriate answers and comments to below.**

Do you understand the requirements of your job?      Yes                  Partly                  No

Do you feel your training has been adequate to  
Successfully complete your job?                  Yes                  Partly                  No

Do you have regular opportunities to discuss  
your work and objectives with your manager?      Yes                  Partly                  No

Would you like to have more informal meetings  
with your manager than you are currently having?      Yes                  Partly                  No

Do you have any skills, aptitudes, or knowledge not fully utilized in your job? \_\_\_\_\_  
If so, what are they and how could they be used? \_\_\_\_\_

\_\_\_\_\_

Is there any special help or "coaching you would like from your manager? \_\_\_\_\_

\_\_\_\_\_

How well does your position satisfy your personal/professional goals? \_\_\_\_\_

\_\_\_\_\_

What training, career, or future job opportunities are of interest to you? \_\_\_\_\_

\_\_\_\_\_

Please summarize your thoughts/feelings about your employment with our company. \_\_\_\_\_

\_\_\_\_\_

Additional remarks, notes, questions, or suggestions. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

(Employee to complete)

Employee Name: Andre Bowden Department: \_\_\_\_\_

Current Date: 12/10/18 Title: Recruiter

Current Evaluator Name/Title: Taylor Barnes/Recruiter Manager

Check appropriate answers and comments to below.

Do you understand the requirements of your job?

Yes

Partly

No

Do you feel your training has been adequate to Successfully complete your job?

Yes

Partly

No

Do you have regular opportunities to discuss your work and objectives with your manager?

Yes

Partly

No

Would you like to have more informal meetings with your manager than you are currently having?

Yes

Partly

No

- key words  
- culture of construction  
- knowing the job  
  
- do want to meet more frequently  
1 hour / week

Do you have any skills, aptitudes, or knowledge not fully utilized in your job? I could not think of anything at this moment regarding this, because I am still learning how to complete work this job. If so, what are they and how could they be used?

Is there any special help or "coaching you would like from your manager? The coaching I would like from my manager would be for me to look in the resume regarding how much experience is needed for positions/requirements and what clients are looking for to match both parties' desires to hire for CMG. Also, the steps needed to move further for advancements or promotions for the company. I want to be somewhere I can grow and develop myself to become successful in the HR field.

How well does your position satisfy your personal/professional goals? This position satisfies my personal goals by realizing my dream of becoming an HR representative for any company that is willing to accept me and my unique skills for acquiring qualified candidates for different positions or knowing different roles in HR. Also, understanding the professional world of corporate America and how this will help me secure a setting of how to act in a professional setting.

What training, career, or future job opportunities are of interest to you? I am interested in the HR field to gain knowledge of how to accurately process orientation, payroll, drug screening, background screening, etc. In gaining knowledge for this, I can expand my resume and pursue my goals of becoming HR Director for any company that is willing to accept me learning the tools that CMG has provided for me.

Please summarize your thoughts/feelings about your employment with our company. My thoughts about the company is that it is very laid back and have everyone work together to satisfy one goal which is not about getting paid, but to help the people get employed. Also, making sure we are hiring the right candidate for the job and not just filling the positions just to fill them. Another thought would be to have everything setup on what is expected more for people employed rather than addressing the issues after the fact. I want things to be more explained in the beginning rather than later knowing the goals set in place and how much time is setback doing other tasks instead what is most important which is hiring people to be placed at job. I want to make sure I am filling the positions and making sure I am finding the right candidate for the right job. Otherwise, I am satisfied

with the job overall and feel like I can do better to get myself on finding more hires for the company.  
Additional remarks, notes, questions, or suggestions. I really like working here and I want to continue to grow  
with CMG if they have opportunities for me to expand my HR knowledge. I am a very loyal person and would  
love to stay here if the company can help me develop my passion for helping people.

Andre Bowden

Employee's Signature

12-10-18

Date