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# 30-90 Evaluation for Employees in a New Position

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|---|---|
| Employee Name: Anuar Peralta | Department: 1st Shift Delta Hawk |
| Job Title: Production | Hire Date: 10/05/2016 |
| Supervisor: Curt Raatz | Evaluation Period: 30 Day Review |

| 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 & maintains production pace | ☑ | ☐ | ☐ |
| | | ☑ | ☐ | ☐ |
| | • Follows work procedures | ☑ | ☐ | ☐ |
| | • Amount of rework minimal | ☑ | ☐ | ☐ |
| | • Follows through on tasks | | | |
| Safety and QA-Food Safety Awareness | • Follows all Safety policies | ☑ | ☐ | ☐ |
| | • Watches out for others | ☑ | ☐ | ☐ |
| | • Follows all QA & Food Safety Awareness 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: