



3month/6month Evaluation for Employees in a New Position

Employee Name: <u>Seth Brekke</u>	Department: <u>Sanitation</u>
Job Title: <u>Sanitation</u>	Hire Date: <u>12-15-14</u>
Supervisor: <u>Tim Holt</u>	Evaluation Period: <u>3mo. (480 hrs)</u>

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

PAYROLL CHANGE REPORT

Today's Date: <u>3/1/2015</u>	Effective Date: <u>3/9/2015</u>
Hire Date: <u>12/15/2014</u>	Hours Worked: <u>426.00</u>
Employee's Name: <u>Seth Brekke</u>	
Department: <u>Sanitation</u>	

CHANGE (S)	FROM	TO
Rate	\$10.00	\$10.00
Shift Differential	—	—
Total	\$10.00	\$10.00

REASON (S) FOR THE CHANGE (S)							
X	Seniority Increase (Circle One)	<u>90 Day</u>	6 Month	1 Year	1 1/2 Year	2 Year	Annual
	Merit Increase						
	Other						

ADDITIONAL COMMENTS
NO raise at this time due to absences (4 since 12-15-14)

Authorized by: <u>Tim Holt</u> (Department Manager)	Date: <u>3-3-15</u>
Guideline verified: <u>Nichol Wojcik</u> (Human Resources)	Date: <u>2-27-15</u>
_____	Date: _____
(GM Authorization)	