



### 30-90 Evaluation for Employees in a New Position

Employee Name: Jose Luis Lopez Ciriaco	Department: Commissary
Job Title: Production	Hire Date: 12/4/14
Supervisor: Chris Jacobsen	Evaluation Period: 30 Day Evaluation

Tasks	Criteria	Acceptable	Needs Improvement	Not-Acceptable
Attendance	<ul style="list-style-type: none"> <li>Reports for all scheduled shifts at the scheduled start time</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Notifies supervision in advance if unable to report to work as scheduled</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication	<ul style="list-style-type: none"> <li>Effectively exchanges information, written or verbal, with all types of personnel</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Communicates information accurately, timely, and respectfully</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Job Skills and Ability to Learn	<ul style="list-style-type: none"> <li>Able to grasp new concepts and applies them to the job</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Demonstrates technical understanding of the job</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Asks questions to confirm understanding of concepts</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Quality and Ability to Follow Work Instructions	<ul style="list-style-type: none"> <li>Operates systems and equipment properly</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Follows work procedures</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Amount of rework minimal</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Follows through on tasks</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety and QA-Food Safety Awareness	<ul style="list-style-type: none"> <li>Follows all Safety policies</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Watches out for others</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Follows all QA &amp; Food Safety Awareness policies &amp; procedures</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Team Work and Initiative	<ul style="list-style-type: none"> <li>Able to get along with others and help them complete tasks</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Does work without being constantly reminded</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Fits into the norms and expectations of the organization.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please answer the following questions below:

Employee	Supervisor
Are additional resources/tools needed?  <p style="text-align: center;">no</p>	Have additional resources/tools that the employee requested been provided?  <p style="text-align: center;">no</p>
Are there any barriers or obstacles to successfully perform the work?  <p style="text-align: center;">no</p>	If obstacles or barriers exist, what has been done to eliminate them?  <p style="text-align: center;">no</p>

**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

<b>Supervisor Comments</b>
<p>Jose has been performing very well from day one. He has also helped out with supermoms delivery drivers on several occasions which have been a great help. Jose works well in positions assigned to him and has a good temperament and work habits.</p> <p style="text-align: right; margin-right: 50px;">2590</p>
<b>Employee Comments</b>

*This Evaluation has been reviewed with me on this date.*

<b>Employee Signature:</b> Jose Luis Lopez Cifriaco	<b>Date:</b> 01-06-15
<b>Supervisor Signature:</b> 	<b>Date:</b> 1-6-15