



30-90 Evaluation for Employees in a New Position

Employee Name: Hodan Mohamed	Department: Shipping
Job Title: Production	Hire Date: 2/2/15
Supervisor: Miguel Quintanilla	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	☐	☐	☒
		☐	☐	☒
	• Follows work procedures	☐	☐	☒
	• Amount of rework minimal	☐	☐	☒
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:

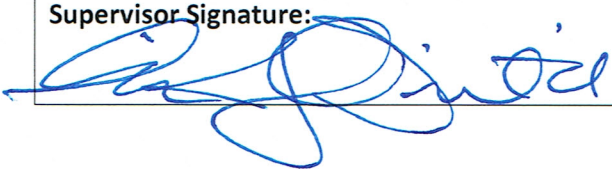
Employee	Supervisor
Are additional resources/tools needed? no	Have additional resources/tools that the employee requested been provided? No
Are there any barriers or obstacles to successfully perform the work? no	If obstacles or barriers exist, what has been done to eliminate them? NO

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)
Hodan has been at Supermom's for 30 day but, has not shown improvement. She has one no call no show. Hodan doesn't follow instructions well. She refuses to follow co-workers advise for proper icing technique. Hodan doesn't show tech technical understanding of her job.
Employee Comments

This Evaluation has been reviewed with me on this date.

Employee Signature: Hodan	Date: 3-11-15
Supervisor Signature: 	Date: 3/11/15