

30-90 Evaluation for Employees in a New Position



Employee Name: Mark Weizel	Department: Maintenance
Job Title: Mechanic	Hire Date: 04/17/14
Supervisor: Mike Lindquist	Evaluation Period: 30 Day

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 • 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:

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

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) <i>Much is very motivated and regularly seeks feedback on how he is doing</i>	Employee Comments <i>The support and training have been great</i>
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This Evaluation has been reviewed with me on this date.

Employee Signature: <i>Mark Morgan</i>	Supervisor Signature: <i>Michael Lindquist</i>
Date:	Date: <i>5/19/14</i>