



30-90 Evaluation for Employees in a New Position

Employee Name: John Nottom	Department: Ovens
Job Title: Production	Hire Date: 05/19/14
Supervisor: Miguel Q.	Evaluation Period: 30 Day

Tasks	Criteria	Acceptable	Needs Improvement	Not-Acceptable
Attendance	• Reports for all scheduled shifts at the scheduled start time	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	• Demonstrates technical understanding of the job	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	• Asks questions to confirm understanding of concepts	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Work Quality and Ability to Follow Work Instructions	• Operates systems and equipment properly	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	• Follows work procedures	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	• Amount of rework minimal	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	• Follows through on tasks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Safety and QA-Food Safety Awareness	• Follows all Safety policies	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	• Fits into the norms and expectations of the organization.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Please answer the following questions below:

Employee	Supervisor
Are additional resources/tools needed? <i>none</i>	Have additional resources/tools that the employee requested been provided? <i>Needs another danish/oven helper</i>
Are there any barriers or obstacles to successfully perform the work? <i>none</i>	If obstacles or barriers exist, what has been done to eliminate them? <i>need to hire a helper to assist him sealing danish or ovens</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
<p style="text-align: center;"><i>(If Not-Acceptable is marked for any Task, specific examples must be provided)</i></p> <p><i>Jon need reminders to go on break, stay on task or help others. He recently received a retraining form for not labeling shortening. Jon called in twice his first two weeks but, has improved his attendance</i></p>
Employee Comments
<p style="text-align: center;"><i>None</i></p>

This Evaluation has been reviewed with me on this date.

Employee Signature: <i>[Signature]</i>	Date: <i>6/25/14</i>
Supervisor Signature: <i>[Signature]</i>	Date: <i>6/25/14</i>