



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

|                                 |                                      |
|---------------------------------|--------------------------------------|
| Employee Name: Ben Junore       | Department: Transportation           |
| Job Title: Driver               | Hire Date: 7/21/14                   |
| Supervisor: Travis Strausborger | 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 type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
|  | <ul style="list-style-type: none"> <li>Notifies supervision in advance if unable to report to work as scheduled</li> </ul>          | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" 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 type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
|  | <ul style="list-style-type: none"> <li>Fits into the norms and expectations of the organization.</li> </ul>                         | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |

Please answer the following questions below:

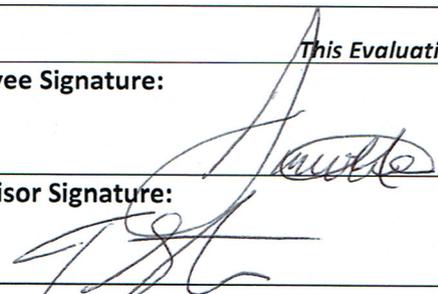
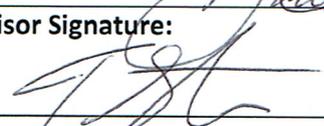
| Employee  | Supervisor   |
|---|--|
| Are additional resources/tools needed?                                | Have additional resources/tools that the employee requested been provided? |
| Are there any barriers or obstacles to successfully perform the work? | If obstacles or barriers exist, what has been done to eliminate them?      |

**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><i>(If Not-Acceptable is marked for any Task, specific examples must be provided)</i></p> <p><b>Ben has done a good job as far as delivering to the stores go, however he has had some issues with attendance and has made some comments that are unacceptable. He has had one no call no show, and was 10 minutes late another day. Ben has made comments to me that he does not like certain routes, but he needs to understand that he has to be able to do which ever route that needs to be done including the ones he does not like without complaining about them. He has also made comments that he feels he is not being safe because we expect him to get the routes done in a certain amount of time, as all my other employees are expected to do. He is new to our routes, we understand there is a learning curve to get everything down and that he will take a little longer on routes for a few weeks. After the few weeks he is expected to get the routes done in a certain amount of time (which varies by route). We expect all our drivers to be as efficient as possible while also maintaining our safety standards. Ben needs to understand that all our routes have early closers and some of the routes you have to hustle and at the same time be as safe as possible.</b></p> |
| Employee Comments   |
| <p><i>No Comments</i></p>   |

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

|   |                |
|---|----------------|
| Employee Signature:   | Date:          |
|  | <p>8/29/14</p> |
| Supervisor Signature:   | Date:          |
|  | <p>8/28/14</p> |