



30-90 Evaluation for Employees in a New Position

Employee Name: Nolvía Portillo	Department: Commissary
Job Title: Production	Hire Date: 8/17/14
Supervisor: Chris Jacobsen	Evaluation Period: 30 Day Evaluation

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

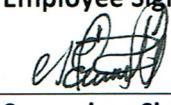
For Employees at their 30-Day and 90-Day milestone, please mark one:

She is new position.

- Employee is making progress and meeting performance expectations
- Employee is not making progress and is not meeting performance expectations

Supervisor Comments <i>(If Not-Acceptable is marked for any Task, specific examples must be provided)</i>
<p><i>Nolvia is working out very well with good attendance and work effort.</i></p> <div style="text-align: right; border: 1px solid black; border-radius: 50%; padding: 5px; display: inline-block;"> <i>254</i> </div>
Employee Comments
<p><i>Todo me parece bien Estoy feliz con mi Trabajo</i></p>

This Evaluation has been reviewed with me on this date.

Employee Signature: 	Date: <p style="text-align: center;"><i>9/14/14</i></p>
Supervisor Signature: 	Date: <p style="text-align: center;"><i>9-14-14</i></p>