



Corporate Management Group

Performance Evaluation

Name: Diana Elton

Date of 90 Review: 8

Client: CMG

Scheduled Annual: 10/2/2020

Date: 10/1/2020

Current Compensation: \$19

RATING:

5= Far exceeds expectations

4= Exceeds expectations

3= Fully meets expectations

2= Periodically meets expectations (or is new in their role)

1= Does not meet expectations (minimum requirements are generally not met; critical need for improvement)

ESSENTIAL SKILLS:

ON SITE RESPONSIBILITIES

RATING

- Focuses on key priorities. 3
- Understands how the business is run; possesses operational knowledge of the business. 3
- Utilizes all available resources and tools to identify and capitalize on ideas that contribute to improved customer service, efficiency, and profit. 3
- Develops and implements strategies to impact customer satisfaction. 3
- Shows dedication to the needs of the business first and foremost. 4
- Evaluates key areas at key times and provides support to facilitate good business across on site client locations. 3

CMG PAYROLL

RATING

- Aggressively implements proactive plans, maximizes opportunities, and achieves desired results. 3
- Accurately processes payroll for onsite CMG employees. 3
- Meets deadlines in distributing payroll information to corporate in order for corporate to meet all deadlines with ESSG and client leadership team. 4



- Demonstrates time efficiency in focusing on the task at hand while being able to juggle competing priorities. 4
- Resolves and identifies any discrepancies in a timely manner. 3

STAFF DEVELOPMENT	RATING
• Builds a cohesive team via the following: Establishes an open and trusting work environment: listens to and addresses employee concerns.	<u>3</u>
• Properly evaluates individuals' performance, including attendance and holds people accountable. <i>if they do not respond its hard to hold them accountable.</i>	<u>3/2</u>
• Effectively evaluates abilities, interests, and development needs of employees; provides appropriate feedback and partners with client management to make necessary moves or change in assignments.	<u>3</u>
• Follows up and addresses concerns in a timely manner.	<u>3</u>
• Shares knowledge relating to on site processes and procedures with relation to cross training and multi-client location support.	<u>3</u>

RECRUITING	RATING
• Focuses on building a pipeline of talent through walk in applicants and utilizes other recruiting methods to secure skilled talent.	<u>3</u>
• Utilizes applicant tracking system, cmg time to add applicants and convert individuals to new hires.	<u>3</u>
• Successfully delivers recruiting results on newly created positions, projects, and replacement needs while maintaining a sense of urgency.	<u>3</u>
• Follows client protocol for new hire orientation training and is thorough in providing a tour of the facility, safety training, and setting realistic expectations of work assignment through CMG.	<u>4</u>
• Reports recruiting progress to leadership team and asks for help if the recruiting call out is larger than normal; evaluates daily staffing ratios.	<u>3</u>

COMMUNICATION	RATING
• Provides relevant and timely information to CMG leadership, client managers, and staff.	<u>3</u>
• Takes initiative to create memos to communicate new information or policy changes to CMG temporary staff.	<u>3</u>
• Articulates ideas in a clear, concise, and professional manner; displays appropriate assertiveness when advocating point of view.	<u>3</u>
• Prepares concise, accurate, and easily read and understood memos and reports.	<u>3</u>
• Selects most appropriate means of communication.	<u>3</u>



- Establishes and maintains effective relationships; consistently treats others with respect. 3
- Accepts constructive criticism and feedback and uses suggestions to best advantage. 3
- Builds cooperation and commitment to achieving mutual goals. Offers bilingual ability to client to translate on an as needed basis. 3
- Demonstrates understanding of nonverbal communication methods including email and reporting and shows ownership for the information. 3

DECISION MAKING	RATING
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- | | |
|--|----------|
| • Uses good judgment to make effective decisions within appropriate timeframes that support company goals. | <u>3</u> |
| • Executes plans and implements company change relating to process and procedure. | <u>3</u> |
| • Selects the best course of action after analyzing alternatives. | <u>3</u> |
| • Operates effectively in the face of uncertainty. | <u>3</u> |
| • Seeks out answers. | <u>3</u> |
| • Keeps customers' interests in mind when making decisions. | <u>3</u> |

REPORTING/CMG TIME PROFICIENCY	RATING
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| • Demonstrates proficiency in use of cmg time for maintaining applicant records, staff file information, status changes, and terminations. | <u>3</u> |
| • Utilizes CMG Time for automated reporting capability. | <u>3</u> |
| • Documents staff profile information in cmg time. | <u>3</u> |
| • Strives for new computer proficiency information and knowledge which will increase efficiency in all realms of role. | <u>3</u> |



STRENGTHS

- 1.) Multitasking (answering questions, hiring, phone, hiring, paperwork)
- 2.) Meeting deadlines with reports. (TOR, Vacation, bonus)
- 3.) Complete task at hand.

FUTURE OBJECTIVES

- 1.) Work on Disc Report more
 - 2.) Work on Reviews to have a understanding
 - 3.) Work on missing hours (Learn missing hours)
- Coverage emails

Comments:

I have enjoyed this year of learning a few new things. I would like to be able to work more with disc and missing hours to be there to help if someone is missing

Employee Signature

Diana E. [Signature]

Date 10/1/2020

4A

Witness

[Signature]

Date

10/2/2020

Conducted By

Date