



**90 Day Performance Review
(Manager to Complete)**

Employee Name: Zhilgheam Zepeda

Department: Recruiting

Current Date: 4/27/18

Hire Date: January 29, 2018

Title: Recruiter

Current Evaluation Period: From: Hire Date

To: 90 Days

Current Evaluator Name/Title: Taylor Barsness – Recruiting Manager

Work Performance

Work Performance	1. Unacceptable	2. Fair	3. Good	4. Superior
Client Service Skills	Comments			
The ability to develop client relationships by making an effort to listen to and understand the client. The ability to anticipate and provide solutions to client needs and give high priority to client satisfaction.	1	<input checked="" type="checkbox"/> 2	3	4
	There are still times where you second guess yourself and feel the need to get clarification from myself or other recruiters. Have more self confidence in your ability to reach out to and make relationships with clients.			
Team Work Skills	Comments			
The ability to develop relationships with co-workers and to contribute to group solutions. The effort put forward to making our company a better place to work for everyone.	1	2	<input checked="" type="checkbox"/> 3	4
	You are a very collaborative team member, you are open to constructive criticism which is great and will only help you grow and succeed in your positions with CMG.			
Quality of Work	Comments			
The value of work produced by the employee and the thoroughness, accuracy, neatness, and acceptability of the work completed. Ability to work under pressure and learn from previous mistakes. Accurately checking processes and tasks and handling issues in a timely manner.	1	<input checked="" type="checkbox"/> 2	3	4
	You are becoming much better with our processes for each client, there were a couple reoccurring mistakes in CMG Time/Tracker that have been getting better such as NHP and status changes in CMG Tracker.			
Quantity of Work	Comments			
The quantity of work produced by the employee and accuracy and acceptability of the work completed. The ability to work at quick rates of speed, under pressure, while producing accurate outcomes.	1	2	<input checked="" type="checkbox"/> 3	4
	You are exceeding my expectation that I had of you in your first 90 days, you are doing very well at finding people for all open positions.			
Judgment and Decision Making	Comments			
The ability to think logically and practically before making decisions. Use of independent thought, originality, and reasoning. Ability to prioritize work and timely implementation of workable solutions to problem. The ability to handle confidential information.	1	<input checked="" type="checkbox"/> 2	3	4
	Be more confident in job knowledge, be sure you are using the tools and resources (dropbox, email, google, etc.) to try to resolve issues and if no resolution is found ask myself or other recruiters.			

Development

State the agreed upon goals to be accomplished during the next rating period. Include agreed upon actions and time frames to be observed in attaining these goals:

Goals (Improvement/Achievement)	Actions/Objectives	To Be Completed (Mo/Yr)
1. Meet all account POC's 2. SD/POC HIVE ratio	1. Visit account locations 2. Review resumes, clearly explain job, job ver., shift, pay, start date, who CMG is.	1. 1/29/19 2. 1/29/19

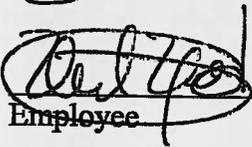
What steps can employee take to prepare for or enhance opportunities for future advancement? Include actions to be taken by reviewer to assist employee in accomplishing these steps:

Date of next performance review: January 29th, 2019

Signatures:


 Reviewer

4/27/18
 Date


 Employee

4/27/18
 Date

Employee Comments:

(Employee to complete)

Employee Name: Zhilehem Zepeda Department: _____

Current Date: 04/25/2018 Title: Recruiter

Current Evaluator Name/Title: _____

Check appropriate answers and comments to below.

Do you understand the requirements of your job? Yes Partly No

Do you feel your training has been adequate to
Successfully complete your job? Yes Partly No

Do you have regular opportunities to discuss
your work and objectives with your manager? Yes Partly No

Would you like to have more informal meetings
with your manager than you are currently having? Yes Partly No

Do you have any skills, aptitudes, or knowledge not fully utilized in your job?
If so, what are they and how could they be used? No, I believe I'm using my
skills at work right now.

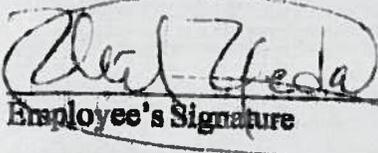
Is there any special help or "coaching you would like from your manager? No, at this time I'm ok but I will be
sure to approach you.

How well does your position satisfy your personal/professional goals? Very well, I love what I'm doing, I feel
satisfy. I am learning a lot; the environment is pleasant, and I feel like I'm growing professionally.

What training, career, or future job opportunities are of interest to you? I want to learn how to do payroll, and
learn everything that has to do with HR.

Please summarize your thoughts/feelings about your employment with our company. I am very happy with the
company, I believe there is a lot more I can learn here, and I really appreciate the opportunity I have been given.

Additional remarks, notes, questions, or suggestions. I just want this to be a long term fruitful employment
relation where I get the satisfaction of doing a great job.


Employee's Signature

4/26/2018
Date