



30-90 Evaluation for Employees in a New Position

Employee Name: <u>Howard Davis</u>	Department: <u>Grind</u>
Job Title: <u>1st Shift Grind</u>	Hire Date: <u>12/29/14</u>
Supervisor: <u>Rick O</u>	Evaluation Period: <u>3 month</u>

Criteria	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 checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Demonstrates technical understanding of the job	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• 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	• Operates systems and equipment properly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Follows work procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Follows through on tasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Follows through on tasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety and QA-Food Safety Awareness	• Follows all Safety policies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Watches out for others	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Follows all GMP policies & procedures	<input checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Fits into the norms and expectations of the organization.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

A on Wed
3/18/15

PAYROLL CHANGE REPORT

Today's Date:	<u>3/11/2015</u>	Effective Date:	<u>3/16/2015</u>
Hire Date:	<u>10/15/2014</u>	Hours Worked:	<u>455.00</u>
Employee's Name:	<u>Haword Davis</u>		
Department:	<u>Grind</u>		

CHANGE (\$)		FROM	TO
X	Rate	\$10.00	\$10.50
	Shift Differential	—	—
	Total	\$10.00	\$10.50

REASON (S) FOR THE CHANGE (S)							
X	Seniority Increase (Circle One)	<u>90 Day</u>	6 Month	1 Year	1 1/2 Year	2 Year	Annual
	Merit Increase						
	Other						

ADDITIONAL COMMENTS

Authorized by:	<u>[Signature]</u>	Date:	<u>3/13/15</u>
	(Department Manager)		
Guideline verified:	<u>[Signature]</u>	Date:	<u>3-12-15</u>
	(Human Resources)		
	<u>[Signature]</u>	Date:	<u>3/13/15</u>
	(GM Authorization)		