



Corporate Management Group

Performance Evaluation

Name: Diana Elton

Date of <sup>9 month</sup> Review: 6/25/19

Client: \_\_\_\_\_

Scheduled Annual: \_\_\_\_\_

Date: 6-25-2019

Current Compensation: 18.00 → 19.00

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
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- |  |   |
|--|---|
| • Focuses on key priorities.   | 4 |
| • 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
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- |   |   |
|---|---|
| • 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. | 3 |



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

STAFF DEVELOPMENT	RATING
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- Builds a cohesive team via the following: Establishes an open and trusting work environment: listens to and addresses employee concerns. 4
- Properly evaluates individuals' performance, including attendance and holds people accountable. 3
- 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. 3
- Follows up and addresses concerns in a timely manner. 3
- Shares knowledge relating to on site processes and procedures with relation to cross training and multi-client location support. 3

RECRUITING	RATING
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- Focuses on building a pipeline of talent through walk in applicants and utilizes other recruiting methods to secure skilled talent. 3
- Utilizes applicant tracking system, cmg time to add applicants and convert individuals to new hires. 3
- Successfully delivers recruiting results on newly created positions, projects, and replacement needs while maintaining a sense of urgency. 3
- 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. 4
- Reports recruiting progress to leadership team and asks for help if the recruiting call out is larger than normal; evaluates daily staffing ratios. 4

COMMUNICATION	RATING
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- Provides relevant and timely information to CMG leadership, client managers, and staff. 4
- Takes initiative to create memos to communicate new information or policy changes to CMG temporary staff. 4
- Articulates ideas in a clear, concise, and professional manner; displays appropriate assertiveness when advocating point of view. 3
- Prepares concise, accurate, and easily read and understood memos and reports. 4
- Selects most appropriate means of communication. 4



- Establishes and maintains effective relationships; consistently treats others with respect. 4
- Accepts constructive criticism and feedback and uses suggestions to best advantage. 4
- 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. 4

DECISION MAKING	RATING
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- Uses good judgment to make effective decisions within appropriate timeframes that support company goals. 3
- Executes plans and implements company change relating to process and procedure. 4
- Selects the best course of action after analyzing alternatives. 3
- Operates effectively in the face of uncertainty. 3
- Seeks out answers. 3
- Keeps customers' interests in mind when making decisions. 4

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. 3
- Utilizes CMG Time for automated reporting capability. 3
- Documents staff profile information in cmg time. 3
- Strives for new computer proficiency information and knowledge which will increase efficiency in all realms of role. 3



**STRENGTHS**

- 1.) Reliable
- 2.) Respectful
- 3.) Knowledgeable

**FUTURE OBJECTIVES**

No hours / Georgia list, Ad's FB, Tip, CL, <sup>Interim/next</sup> w/T  
 1.) TO get proficient in handling the many tasks  
 2.) TO get stronger typing skills  
 3.) TO get a better understanding of the programs we work with  
*increases, payroll/status, timecards/paystubs (disc)*  
*vaca for clean up*

**Comments:**

I have enjoyed working and growing with CMG.

reviews } 2020  
logs

*Diana El...*

6/25/2019

Employee Signature

Date

Witness

*Judy Ad...*

Date

6/25/19

Conducted By

Date