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### Reichel Foods, Inc. Employee Performance Review

EMPLOYEE INFORMATION	
Name: Albino Mancilla	Due Date: 8/31/2020
Job Title: Tray Filler	Employee Start Date: 9/9/2019
Department: MV2	Supervisor/Manager: Jamie Laber
Review Period 9/9/2019 to 9/9/2020	Raise Recommended? <span style="float:right">How much?</span>

RATINGS					
	1 = F Poor	2 = D Fair	3 = C Satisfactory	4 = B Good	5 = A Excellent
Job Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments Albino has a good understanding as a filler, palletizer and the transfer cart positions.					
Work Quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments Albino does a good job filling produce, palletizing and doing the transfer cart position.					
Attendance/Punctuality 0 call in/0 tardy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments Excellent attendance.					
Safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments he works in a safe manner.					
Food Safety/GMP Compliance	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments : 2/11/20 - Sleeves/Aprons / 6/26/20 - putting foot on bar under the slicing room. Continue no more GMP violations.					
Communication/Listening Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments Albino listens to supervisors and leads well just communicate more with employees and supervisors on issues we are having.					
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments Albino knows how to do multipul jobs and helps us where ever we need him.					
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments Albino works well independently with little or no direction.					
Overall Rating (average the rating numbers above) 4.375					

EVALUATION	
ADDITIONAL COMMENTS train new employees and be audit ready everyday.	
GOALS (as agreed upon by employee and manager) continue no more GMP violations, communicate more with employees and supervisors on issues we are having, keep the floors clean and help achieve daily going rates while following all reichel foods policies and procedures.	

VERIFICATION OF REVIEW	
By signing this form, you confirm that you have discussed this review in detail with your supervisor. Signing this form does not necessarily indicate that you agree with this evaluation.	
Employee Signature	Date 8/20/2020
Supervisor/Manager Signature	Date 8/20/20

OFFICE USE ONLY			
Raise Amount: 0 cents	Prev. Raise Amt:	Date:	Reason:
New Wage: 10.75	Prev. Raise Amt:	Date:	Reason:
Effective Date of New Wage:	Prev. Raise Amt:	Date:	Reason:
Accounting Signature			
Trade secret: confidential commercial information exempt from disclosure pursuant to 5 U.S.C. § 552(b)(4).			