

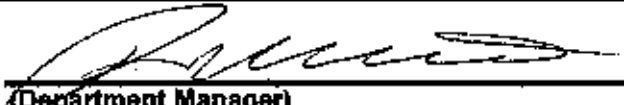


## PAYROLL CHANGE REPORT

Today's Date: <u>4/27/2015</u>	Effective Date: <u>5/4/2015</u>
Hire Date: <u>2/4/2015</u>	Hours Worked: <u>3 MONTHS</u>
Employee's Name: <u>Maiga Ibrahim</u>	
Department: <u>Dimension</u>	

CHANGE (\$)	FROM	TO
Rate	\$9.00	\$9.25
Shift Differential	—	—
<b>Total</b>	<b>\$9.00</b>	<b>\$9.25</b>

REASON (S) FOR THE CHANGE (\$)							
<input checked="" type="checkbox"/>	Seniority Increase (Circle One)	480 HRS	6 Month	1 Year	1 1/2 Year	2 Year	Annual
	Merit Increase						
	Other						

ADDITIONAL COMMENTS
Maiga has ZERO absences since 2-4-15.

Authorized by: <u></u> (Department Manager)	Date: <u>4/28/15</u>
Guideline verified: <u></u> (Human Resources)	Date: <u>4-28-15</u>
<u></u> (GM Authorization)	Date: <u>4/28/15</u>



### 3month/6month Evaluation for Employees in a New Position

Employee Name: <u>Maiga Ibrahima</u>	Department: <u>Dimension</u>
Job Title: <u>Dimension</u>	Hire Date: <u>2/4/15</u>
Supervisor: <u>Dale Sennie</u>	Evaluation Period: <u>3 month 480 hours</u>

Tasks	Criteria	Acceptable	Needs Improvement	Not Acceptable
Attendance	<ul style="list-style-type: none"> <li>Reports for all scheduled shifts at the scheduled start time</li> <li>Notifies supervision in advance if unable to report to work as scheduled</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication	<ul style="list-style-type: none"> <li>Effectively exchanges information, written or verbal, with all types of personnel</li> <li>Communicates information accurately, timely, and respectfully</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Job Skills and Ability to Learn	<ul style="list-style-type: none"> <li>Able to grasp new concepts and applies them to the job</li> <li>Demonstrates technical understanding of the job</li> <li>Asks questions to confirm understanding of concepts</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Quality and Ability to Follow Work Instructions	<ul style="list-style-type: none"> <li>Operates systems and equipment properly</li> <li>Follows work procedures</li> <li>Follows through on tasks</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety and QA-Food Safety Awareness	<ul style="list-style-type: none"> <li>Follows all Safety policies</li> <li>Watches out for others</li> <li>Follows all QA &amp; Food Safety Awareness policies &amp; procedures</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Team Work and Initiative	<ul style="list-style-type: none"> <li>Able to get along with others and help them complete tasks</li> <li>Does work without being constantly reminded</li> <li>Fits into the norms and expectations of the organization.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please answer the following questions below:


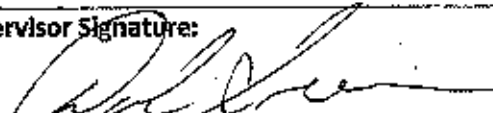
Employee	Supervisor
Are additional resources/tools needed?	Have additional resources/tools that the employee requested been provided?
Are there any barriers or obstacles to successfully perform the work?	If obstacles or barriers exist, what has been done to eliminate them?

For Employees at their 3 month and 6 month milestones, please mark one:

- Employee is making progress and meeting performance expectations
- Employee is not making progress and is not meeting performance expectations

<p><b>Supervisor Comments</b>  <i>(If Not-Acceptable is marked for any Task, specific examples must be provided)</i></p>
<p><b>Employee Comments</b></p>

*This Evaluation has been reviewed with me on this date.*

<p>Employee Signature: </p>	<p>Date: 04 30 / 20 15</p>
<p>Supervisor Signature: </p>	<p>Date: 4.30.15</p>

25% Raise  
 5/4/15  
 will increase to operator pay  
 when can operate dimension.