



30-90 Evaluation for Employees in a New Position

Employee Name: James Woiwor	Department: Maintenance
Job Title: Production	Hire Date: 5/10/2016
Supervisor: Mike L.	Evaluation Period: 90 Day

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