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Reichel Foods, Inc. Employee Performance Review

EMPLOYEE INFORMATION					
Name: Kimhong Heng	Due Date: 9/26/2012				
Job Title: Production	Employee Start Date: 9/26/2011 6/26/12				
Department: 1st Shift	Supervisor/Manager:				
Review Period 9/26/2011 5/26/12 to 9/26/2012	Raise Recommended? (Y) N How much? 50¢				
	1=Poor	2=Fair	3=Satisfactory	4=Good	5=Excellent
Job Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments	Language barrier hurts this area				
Work Quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments	Stays busy. Does his job well				
Attendance/Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments	very reliable				
Safety	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments	lifts properly - no accidents				
Communication/Listening Skills	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments	language barrier hurts him in this area				
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments					
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments	I can depend on him on weekends				
Overall Rating (average the rating numbers above)	3.42				
ADDITIONAL COMMENTS					
Very reliable attendance. Always willing to work weekends					
GOALS (as agreed upon by employee and manager)					
MEMORIZE TARGET WEIGHTS FOR ALL PRODUCTS I.E. FF A/C Learning more english will help his work performance CARROTS, A/C TO HELP IMPROVE SCRAP					
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	X Kimhong Heng			Date	X 10-5-12
Supervisor/Manager Signature	Rick Nelson			Date	10-4-12

OK 10/4/12