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Reichel Foods, Inc. Employee Performance Review

Name Melissa Pruett	Due Date
Job Title QA Technician	Date 8/22/11
Department Quality Assurance	Supervisor/Manager Kendra Adams
Review Period to	Raise Recommended? Y <input checked="" type="radio"/> N <input type="radio"/> How much?

1=Poor 2=Fair 3=Satisfactory 4=Good 5=Excellent

Job Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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Comments Melissa is new to the QA department as of 5/6/11. Her knowledge has expanded greatly already and I expect it to continue to increase as she gains more experience.

Work Quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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Comments Melissa has a great work ethic. She is hard working and puts effort into her daily tasks. Melissa is always aware of what's going on and doing a great job. She follows company policies and sets a good example as a QA

Attendance/Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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Comments Since Melissa was moved to full-time QA her attendance has been great. She is always at work around 15 minutes early and ready to go when her shift starts. The only concern I have is when boyfriend is gone that she will also be out for the day. I have brought this concern to Melissa's attention.

Safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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Comments Melissa has had no safety incidents. She takes her job seriously and practices safe measures setting a great example for other employees.

Communication/Listening Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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Comments Melissa is very attentive when communicating with me. She has exceptional communication skills and doesn't hesitate to ask for clarification when needed.

Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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Comments Melissa is always taking initiative to improve things in the production area when she has down time. She shows great interest in expanding her knowledge of QA tasks and responsibilities.

Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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Comments Melissa's dependability is exceptional. If I ask her to complete an extra task, she always gets it done. She comes to work everyday and I can depend on her to be at work on the weekends when needed.

Overall Rating (average the rating numbers above)	4.4
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ADDITIONAL COMMENTS-Melissa and her boyfriend occasionally have conflicts while at work. It has not yet affected work quality, but I have brought it to her attention that conflicts between their personal lives can not happen in the work place.

GOALS (as agreed upon by employee and manager)
Expand knowledge/experience & more responsibilities.

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 *Melvin C. Ruff* Date *8/23/11*

Supervisor/Manager Signature *Kendria J. Adams* Date *8/23/11*

[Signature] *8/23/11*