



### 30-90 Evaluation for Employees in a New Position

|                                    |                                  |
|------------------------------------|----------------------------------|
| Employee Name: Aklassou, Koffii    | Department: Moline Line          |
| Current Wage: NA - Bakery Employee | Hire Date: 10/04/2015            |
| Supervisor: Curt Raatz             | Evaluation Period: 90 Day Review |

| Tasks  | Criteria   | Acceptable                          | Needs Improvement                   | Not-Acceptable           |
|--|--|-------------------------------------|-------------------------------------|--------------------------|
| Attendance   | <input type="checkbox"/> Reports for all scheduled shifts at the scheduled start time                      | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
|  | <input type="checkbox"/> Notifies supervision in advance if unable to report to work as scheduled          | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Communication  | <input type="checkbox"/> Effectively exchanges information, written or verbal, with all types of personnel | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
|  | <input type="checkbox"/> Communicates information accurately, timely, and respectfully                     | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| Job Skills and Ability to Learn                      | <input type="checkbox"/> Able to grasp new concepts and applies them to the job                            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
|  | <input type="checkbox"/> Demonstrates technical understanding of the job                                   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
|  | <input type="checkbox"/> 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 | <input type="checkbox"/> Operates systems and equipment properly & maintains production pace               | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
|  | <input type="checkbox"/> Follows work procedures   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
|  | <input type="checkbox"/> Amount of rework minimal  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
|  | <input type="checkbox"/> Follows through on tasks  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Safety and QA-Food Safety Awareness                  | <input type="checkbox"/> Follows all Safety policies   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
|  | <input type="checkbox"/> Watches out for others  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
|  | <input type="checkbox"/> Follows all QA & Food Safety Awareness policies & procedures                      | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| Team Work and Initiative                             | <input type="checkbox"/> Able to get along with others and help them complete tasks                        | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
|  | <input type="checkbox"/> Does work without being constantly reminded                                       | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
|  | <input type="checkbox"/> Fits into the norms and expectations of the organization.                         | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Please answer the following questions below: