



W W

Reichel Foods, Inc. Employee Performance Review

EMPLOYEE INFORMATION	
Name: Thea Kong	Due Date: 4/30/2021
Job Title: Tray Filler	Employee Start Date: 5/14/2018
Department: MV2	Supervisor/Manager: Jamie Laber
Review Period 5/14/2020 to 5/14/2021	Raise Recommended? How much?

RATINGS					
	1 = F Poor	2 = D Fair	3 = C Satisfactory	4 = B Good	5 = A Excellent
Job Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments Thea has a great understanding as a produce filler on all lines.</i>					
Work Quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments Thea does a great job filling produce on all lines making sure no produce is in the seal.</i>					
Attendance/Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments 0 call ins / 0 tardy Excellent attendance.</i>					
Safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments Thea works in a safe manner.</i>					
Food Safety/GMP Compliance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments 0 GMP Thea has no GMP violations and follows food safety policies.</i>					
Communication/Listening Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments Thea listens to supervisors and leads and communicates issues we are having.</i>					
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Comments Thea comes in early everyday to help dry the line we really appreciate it just try to find ways to eliminate or reduce waste.</i>					
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments Thea works well independently with little or no direction.</i>					
Overall Rating (average the rating numbers above) 4.875					

EVALUATION
ADDITIONAL COMMENTS be audit ready everyday and continue to train new employees.
GOALS (as agreed upon by employee and manager) keep the floors clean, try to find ways to eliminate or reduce tray waste and help achieve daily going rates while following all reichel foods policies and procedures.

VERIFICATION OF REVIEW	
<i>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.</i>	
Employee Signature	Date 4/22/21
Supervisor/Manager Signature	Date 4/22/21

OFFICE USE ONLY			
Raise Amount: <i>0 cong</i>	Prev. Raise Amt:	Date:	Reason:
New Wage: <i>12.00</i>	Prev. Raise Amt:	Date:	Reason:
Effective Date of New Wage:	Prev. Raise Amt:	Date:	Reason:
Accounting Signature			

u