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Reichel Foods, Inc. Employee Performance Review

EMPLOYEE INFORMATION	
Name: Keith Kotero	Due Date: 04/30/2021
Job Title: North Plant Warehouse	Employee Start Date: 5/14/2019
Department: Hormel	Supervisor/Manager: Phuy Vorng Chi
Review Period 5/14/2020 to 05/14/2021	Raise Recommended? Yes / No 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 Learn receiving instruction and processes</i>					
Work Quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments Fast pace in most area.</i>					
Attendance/Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments : 4 call in / 1 tardy</i>					
Safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments Drive slowly at all time during in production area and more pedestrian.</i>					
Food Safety/GMP Compliance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments Follow GMP rules well.</i>					
Communication/Listening Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments Respond well to all direction</i>					
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments Keek busy during down time</i>					
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Comments Improve attendance</i>					
Overall Rating (average the rating numbers above)	4.6				

EVALUATION
ADDITIONAL COMMENTS Keith Kotero is very good worker and fast pace. Keith willingly to work extra hours as needed to get the job done and helping everyone works in safety manner.
GOALS (as agreed upon by employee and manager Help improve down time and provide SQF to customer.

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 <i>Keith Kotero</i> Date <i>04-20-2021</i>
Supervisor/Manager Signature <i>Phuy Vorng Chi</i> Date <i>04/21/2021</i>

OFFICE USE ONLY
Raise Amount: <i>0.00</i> Prev. Raise Amt: Date: Reason:
New Wage: <i>15.00</i> Prev. Raise Amt: Date: Reason:
Effective Date of New Wage: Prev. Raise Amt: Date: Reason:
Accounting Signature