



30-90 Evaluation for Employees in a New Position

Employee Name: Leslie Rosario	Department: Delta Hawk
Job Title: Production	Hire Date: 6/8/15
Supervisor: Curt Raatz	Evaluation Period: 30 Day Review

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

Please answer the following questions below:

Employee	Supervisor
Are additional resources/tools needed? <i>No</i>	Have additional resources/tools that the employee requested been provided?
Are there any barriers or obstacles to successfully perform the work? <i>No</i>	If obstacles or barriers exist, what has been done to eliminate them?

For Employees at their 30-Day and 90-Day milestone, please mark one:

- Employee is making progress and meeting performance expectations
- Employee is not making progress and is not meeting performance expectations

Supervisor Comments <i>(If Not-Acceptable is marked for any Task, specific examples must be provided)</i>	
<p><i>LESLIE HAS DONE EXCEPTIONALLY WELL! ONE OF OUR FIRST CANDIDATES TO BE ABLE TO DO ALL JOBS WITHIN OUR DEPT. RIGHT AWAY. \$1.00 INCREASE IN TOTAL.</i></p>	
Employee Comments	
<i>Kari J. 50</i>	

This Evaluation has been reviewed with me on this date.

Employee Signature: 	Date: <i>7/16/15</i>
Supervisor Signature: 	Date: <i>7-16-15</i>



Pay Raise Request for Approval

Request

Employee Name: Rosario Leslie
Last First M.I.

Job Title: Delta Hawk Wrapping Help

Proposed Raise Request: \$1.00 Start Date: 6/8/15

Supervisor: Curt Raatz Department: Day Delta Hawk Wrapping

Description of Duties: Packaging/Operator. Catching product and placing on line. Catching product and placing into boxes. Placing boxes on pallets. Operating Delta Hawk wrapping machine/QA Paperwork. Candidate needs to possess skills in taking on additional responsibilities for cross training.

Additional Comments: Leslie was one of our first candidates to be able to do every position within the department right away (except operating). Would like to keep her. Leslie is a medical assistant which at some point she will be missed.

Curt Raatz 7/16/15
Supervisor Signature Date

Approval by CMG

Approved Pay Increase: \$1.00
[Signature] 7/16/15
CMG Signature Date

*.50 cent
H.J.*

Approval by Human Resources

Human Resources Signature: [Signature]

Status of Offer: Accepted Declined

.50 @ 30 days +

.50 @ 90 days