

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

"your workforce management & staffing experts"



Employee Name: Ismael Meza	Department: Sanitation
Job Title: Production	Hire Date: 04/14/14
Supervisor: Jon Baron	Evaluation Period: 30 Day

Tasks	Criteria	Acceptable	Needs Improvement	Not-Acceptable
Attendance	<ul style="list-style-type: none"> <li>Reports for all scheduled shifts at the scheduled start time</li> <li>Notifies supervision in advance if unable to report to work as scheduled</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication	<ul style="list-style-type: none"> <li>Effectively exchanges information, written or verbal, with all types of personnel</li> <li>Communicates information accurately, timely, and respectfully</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Job Skills and Ability to Learn	<ul style="list-style-type: none"> <li>Able to grasp new concepts and applies them to the job</li> <li>Demonstrates technical understanding of the job</li> <li>Asks questions to confirm understanding of concepts</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Quality and Ability to Follow Work Instructions	<ul style="list-style-type: none"> <li>Operates systems and equipment properly</li> <li>Follows work procedures</li> <li>Amount of rework minimal</li> <li>Follows through on tasks</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety and QA-Food Safety Awareness	<ul style="list-style-type: none"> <li>Follows all Safety policies</li> <li>Watches out for others</li> <li>Follows all QA &amp; Food Safety Awareness policies &amp; procedures</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Team Work and Initiative	<ul style="list-style-type: none"> <li>Able to get along with others and help them complete tasks</li> <li>Does work without being constantly reminded</li> <li>Fits into the norms and expectations of the organization.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please answer the following questions below:

Supervisor	Employee
Have additional resources/tools that the employee requested been provided? Enlist the help of myself, Miguel <del>extra</del> to remind	Are additional resources/tools needed? Just need to remember to get into the habit of wearing PPE
If obstacles or barriers exist, what has been done to eliminate them? NO barriers	Are there any barriers or obstacles to successfully perform the work? NO

- For Employees at their 30-Day and 90-Day milestones, please mark one:
- Employee is making progress and meeting performance expectations
  - Employee is not making progress and is not meeting performance expectations

<p><b>Supervisor Comments</b>                  (If Not-Acceptable is marked for any Task, specific examples must be provided)                  Needs improvement on attendance, works hard at the task at hand, and displays potential and attitude when learning new skills</p>	<p><b>Employee Comments</b></p>
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This Evaluation has been reviewed with me on this date.

<p>Date: 5-19-14</p>	<p>Employee Signature: <i>Williamly Moya</i></p>
<p>Date: 5-19-14</p>	<p>Supervisor Signature: <i>Donella Ross</i></p>