"your workforce management & staffing experts"

3month/6month Evaluation

Employee Name: Abdulahi Mohamed	Department: Dimension
Job Title: Packout	Hire Date: 11-23-15
Supervisor: Dale S.	Evaluation Period: 3 months -480 hrs

Tasks	Criteria	Acceptable	Needs Improvement	Not Acceptable
Attendance	• Reports for all scheduled shifts at the scheduled start time	☒	☐	☐
	• Notifies supervision in advance if unable to report to work as scheduled	☒	☒	☐
Communication	• Effectively exchanges information, written or verbal, with all types of personnel	☒	☐	☐
	• Communicates information accurately, timely, and respectfully	☒	☐	☐
Job Skills and Ability to Learn	• Able to grasp new concepts and applies them to the job	☒	☐	☐
	• Demonstrates technical understanding of the job	☒	☐	☐
	• Asks questions to confirm understanding of concepts	☒	☐	☐
Work Quality and Ability to Follow Work Instructions	• Operates systems and equipment properly	☐ ☒	☐	☐
	• Follows work procedures	☒	☐	☐
	• Follows through on tasks	☒	☐	☐
Safety and QA- Food Safety Awareness	• Follows all Safety policies	☒	☐	☐
	• Watches out for others	☒	☐	☐
	• Follows all QA & Food Safety Awareness policies & procedures	☒	☐	☐
Team Work and Initiative	• Able to get along with others and help them complete tasks	☒	☐	☐
	• Does work without being constantly reminded	☒	☐	☐
	• Fits into the norms and expectations of the organization.	☒	☐	☐

PAYROLL CHANGE REPORT

Today's Date:	3/4/2016	Effective Date:	3/7/2016
Hire Date:	11/23/2015	Hours Worked:	3 months - 480 hours
Employee's Name:	Abdulahi Mohamed		
Department:	packout		

	CHANGE (S)	FROM	TO
X	Rate	$9.50	9.75
	Shift Differential	$0.00	
	Total	$9.50	9.75

	REASON (S) FOR THE CHANGE (S)						
X	Seniority Increase (Circle One)	480 HRS	6 Month	1 Year	1 1/2 Year	2 Year	Annual
	Merit Increase						
	Other						

ADDITIONAL COMMENTS

Abdulahi has zero absences in the past three months.
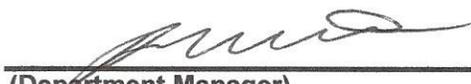
		Date:	
Authorized by:	_(signature)_	Date:	3/7/16
	(Department Manager)		
Guideline verified:	Nichol Wojcik	Date:	3-7-16
	(Human Resources)		
	N/A	Date:	
	(GM Authorization)		