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**Reichel Foods, Inc. Employee Performance Review**

| EMPLOYEE INFORMATION                 |                                                          |
|--------------------------------------|----------------------------------------------------------|
| Name: Gai Nguyen                     | Due Date: 4/30/2021                                      |
| Job Title: Production Line Lead      | Employee Start Date: 5/20/2011                           |
| Department: MV2                      | Supervisor/Manager: Darius Louwell                       |
| Review Period 5/20/2020 to 5/20/2021 | Raise Recommended? <u>Yes</u> / No<br>How much? .50cents |

| RATINGS                                                                                                                                                   |                          |                          |                                     |                          |                                     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|-------------------------------------|--------------------------|-------------------------------------|
|                                                                                                                                                           | 1 = F<br>Poor            | 2 = D<br>Fair            | 3 = C<br>Satisfactory               | 4 = B<br>Good            | 5 = A<br>Excellent                  |
| <b>Job Knowledge</b>                                                                                                                                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <i>Comments Gai has great job knowledge of every position in the pack-off and very knowledgeable on how to complete orders. She can work every where.</i> |                          |                          |                                     |                          |                                     |
| <b>Work Quality</b>                                                                                                                                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <i>Comments: she knows and understands what she needs to do and she gets it done, give her best.. Exceeds all expectation.</i>                            |                          |                          |                                     |                          |                                     |
| <b>Attendance/Punctuality</b>                                                                                                                             | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| <i>Comments 19 call ins / 0 tardy- Attendance and punctuality is steady since coming to 2nd shift. Continue to be here every day.</i>                     |                          |                          |                                     |                          |                                     |
| <b>Safety</b>                                                                                                                                             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <i>No issues here.</i>                                                                                                                                    |                          |                          |                                     |                          |                                     |
| <b>Food Safety/GMP Compliance</b>                                                                                                                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <i>Comments 2 GMP -- 7/29, 10/9 - Other(mask) and Sanitizing</i>                                                                                          |                          |                          |                                     |                          |                                     |
| <b>Communication/Listening Skills</b>                                                                                                                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <i>Comments: Takes and follows instructions from the leads and the supervisors with no issues.</i>                                                        |                          |                          |                                     |                          |                                     |
| <b>Initiative</b>                                                                                                                                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <i>Comments : Gai, helps motivate and keep others on track to keep pace with the lines.</i>                                                               |                          |                          |                                     |                          |                                     |
| <b>Dependability</b>                                                                                                                                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <i>Comments : always can be count on. Keep training more people at the pack off. You done a excellent job!</i>                                            |                          |                          |                                     |                          |                                     |
| <b>Overall Rating: 4.75</b>                                                                                                                               |                          |                          |                                     |                          |                                     |

| EVALUATION                                                                                                                                                                                                                                                                                                                                                                         |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ADDITIONAL COMMENTS: Gai has been a great Lead for 2nd shift production. Her ability to get along well with her co-workers and provides great training skills to the shift. Gai has been improving her attendance here on 2nd shift and has been very helpful to her supervisors. Gai, knows where to place employees to keep the pack off on track. Keep up the good work Gai! :) |
| GOALS: Strive for Zero GMP violations for the rest of the year, commit to reducing or eliminating scrap wherever possible, keep rest room and breakroom areas clean at all times, return from breaks in a timely manner.                                                                                                                                                           |

| 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 <i>Gai Nguyen</i>                                                                                                                                                              | Date 4-15-21 |
| Supervisor/Manager Signature <i>Darius Louwell</i>                                                                                                                                                | Date 4-15-21 |

| OFFICE USE ONLY             |                  |       |         |
|-----------------------------|------------------|-------|---------|
| Raise Amount: 50¢ avg       | Prev. Raise Amt: | Date: | Reason: |
| New Wage: 18.50             | Prev. Raise Amt: | Date: | Reason: |
| Effective Date of New Wage: | Prev. Raise Amt: | Date: | Reason: |
| Accounting Signature        |                  |       |         |