



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

|                            |                                  |
|----------------------------|----------------------------------|
| Employee Name: Nyo Mae     | Department: Commissary           |
| Job Title: Production      | Hire Date: 11-11-2015            |
| Supervisor: Chris Jacobsen | 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 & maintains production pace               | <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?<br><br><p style="text-align: center;">No</p>                                | Have additional resources/tools that the employee requested been provided? |
| Are there any barriers or obstacles to successfully perform the work?<br><br><p style="text-align: center;">No</p> | 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

|   |
|---|
| <p><b>Supervisor Comments</b><br/> <i>(If Not-Acceptable is marked for any Task, specific examples must be provided)</i><br/> <b>Nyo Mae is exceeding expectations and is playing a larger role in organizing the C&amp;K line and new staff. She is interested in taking on higher positions and shows all the skill sets to do well in those positions.</b></p> |
| <p><b>Employee Comments</b></p> <p style="text-align: right;"><i>He . 25</i></p>  |

*This Evaluation has been reviewed with me on this date.*

|   |   |
|---|---|
| <b>Employee Signature:</b><br>   | <b>Date:</b><br><p style="text-align: center;">12-24-15</p> |
| <b>Supervisor Signature:</b><br> | <b>Date:</b><br><p style="text-align: center;">12-24-15</p> |