

S-absence  
12-5



"your workforce management & staffing experts"

3month/6month Evaluation

Employee Name: <u>Pam Kissner</u>	Department: <u>Production</u>
Job Title:	Hire Date: <u>Feb-5-3-16</u>
Supervisor: <u>Mark Rausch</u>	Evaluation Period: <u>CMO</u>

Tasks	Criteria	Acceptable	Needs Improvement	Not Acceptable
Attendance	• Reports for all scheduled shifts at the scheduled start time	<input type="checkbox"/>	<input checked="" 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"/>
	• 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"/>

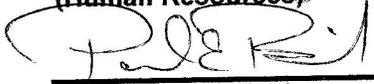
# PAYROLL CHANGE REPORT

Today's Date: <u>11/22/2016</u>	Effective Date: <u>12/5/2016</u>
Hire Date: <u>Re-hire 5-3-16</u>	Hours Worked: <u>1040-6 month</u>
Employee's Name: <u>Pam Kissner</u>	
Department: <u>IQF</u>	

	CHANGE (S)	FROM	TO
X	Rate	\$10.00 <del>50</del>	10.00 <del>50</del>
	Shift Differential		
	Total	\$10.00 <del>50</del>	10.00 <del>50</del>

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

ADDITIONAL COMMENTS
NO change due to attendance

Authorized by: <u></u>	Date: <u>12/5/16</u>
Guideline verified: <u></u>	Date: <u>12-5-16</u>
<u></u>	Date: <u>12/6/16</u>
(Department Manager)	
(Human Resources)	
(GM Authorization)	