

6.21.13

Previous meeting included expectations for the position that you are in, which included: extensive time management skills, ability to handle an increased work load, assess risk and follow procedures. Follow up regarding what needs to be communicated to me, working until 4 AM when unapproved, and CAPA recently completed (*capa was incomplete; action items not assigned*).

When we met 2 weeks ago, you were asked to find a time/task management tool that works best for you, where are you at with that and what do you have to show me? PQ has been printing out a week by week calendar and using to allot time for specific tasks. He has made a rule for himself to double check things once and then it gets put away or turned in and is considered complete. He did not think he needed to utilize any of the free tools available on the internet.

How do you feel that your time management skills have improved in the last 2 weeks? What has worked, what has not?

You do a fantastic job working with data in excel and generating reports! Appropriately trending data will come with experience the more you work with raw data.

I have seen improvement in follow-ups and updates to me regarding larger tasks of completion.

Sales samples:

Need to select all trays that you will be using for sales samples. Appropriate trays need to have tight film, flat apples, straight film, and full. If you have questions or would like a 2nd opinion on some trays, I'd like you to save all of the questions for a 10 minute period for someone to review. *This is in response to disrupting other co-workers for guidance several times throughout the task. PQ takes a significantly longer time to complete sales samples than necessary.*

Micros:

This should not take more than 2 hours of time. It is important to utilize the clicker when counting. The pipettor should NEVER be tipped back and must be held straight up and down at all times. This could contaminate the pipettor and potentially ruin the device. *Explained that it is important to perform tasks exactly as trained.*

Swabbing:

Please utilize the QA doing seal testing to help you with swabbing and other small projects in the office. Luz will be scheduling the courier and swabs going forward.

Other responsibilities:

- Weekly CCP, Emergency downtime, and thermometer calibration verifications
- Air Monitoring (Air compressor/Filter & YM)
- Cleaning Pipettor (weekly)
- Ingredient verification
- Finished Product Micros
- Environmental Monitoring Data Entry
- Swabs
- Thursday Zone 1 swab lists

We will do a formal performance review in 30 days and decide whether you have met the expectations to remain in the current role you're in.

Other notes from 6/21/13 meeting: Discussed utilizing QAs downtime for helping with smaller tasks such as filing, document control updating, typing up facility audits, putting away coolers, etc. Confirmed that my ultimate goal is for

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him to be successful at his job, but I can't pick the tools for him to assist with his productivity. He is showing initiative to improve his time management skills and manage his tendencies to over proofread, double-check things.

Other general notes: Written warning issued on 6/28/13 for incorrect information communicated to Sanitation regarding testing results. Swab lists were not scanned to Karin and/or me for 6/25/13. On 6/27/13, records shared by the department were not organized making it difficult to find the information that was needed. [Kendra] created folders in order to help with the organizing. I have also offered PQ several resources to assist with organizing.



Reichel Foods, Inc. Employee Performance Review

Name: Peter Quach	Due Date: 1/29/2013
Job Title: QA Technician	Employee Start Date: 10/29/2012
Department: QA	Supervisor/Manager: Kendra Adams
Review Period 10/29/2012 to 1/29/2013	Raise Recommended? Y / N How much?
1=Poor 2=Fair 3=Satisfactory 4=Good 5=Excellent	
Job Knowledge	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<i>Comments</i> Peter is responsible for weekly verifications, lab check sample collection, retrieval of seal test data and maintenance, assisting with doc revision distribution, and scheduling the lab courier. He has also been very involved in the Environmental Monitoring Program. Peter is also familiar with several of the QA monitoring tasks throughout production.	
Work Quality	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<i>Comments</i> Peter's work quality is thorough. He takes his time when working on projects and has done a great job helping trend data for the department. Concerns: Annual Training Refresher, Listeria spreadsheets, New Employee training.	
Attendance/Punctuality	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
<i>Comments</i> Peter is to work on time. He stays late when needed to complete tasks and responsibilities. His schedule has been flexible to meet the needs of he department.	
Safety	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
<i>Comments</i> Peter has no incident reports on file.	
Communication/Listening Skills	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<i>Comments</i> I would like to find a method for follow up of tasks completed in order to accurately capture availability for potential new tasks. I would also like to determine the best method of communication with Peter so that we are working effectively as a team throughtout the department.	
Initiative	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<i>Comments</i> Peter has great initiative towards topics that interest him. He also takes initiative to ask questions.	
Dependability	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<i>Comments</i> Peter is a conscientious employee, who always puts effort forth to do a great job.	
Overall Rating (average the rating numbers above)	3.29
ADDITIONAL COMMENTS	
GOALS (as agreed upon by employee and manager)	
<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	Date
Supervisor/Manager Signature	Date

- 12/12/2012 Found obsolete documents in filing cabinet
- 12/12/2012 Jeopardy presentation was not "presentation ready" for Annual Refresher Training
- 4/29/2013 Titled an email to MVTL to "Silliker"
- 1/22/2013 Couple occasions that HOLD stickers were not put on physical product in a timely manner
Several occasions in which swabs were done on the wrong day from misreading the calendar
Email etiquette
- 3/6/2013 Peter took direction from Operations to conduct a full-clean in the sanitation area before production
- 3/22/2013 Follow up needed for numerous projects on numerous different occasions.
- 3/27/2013 HOLD stickers didn't make it on light weight product that was under test & HOLD.
- 3/29/2013 Pickle Op specs didn't get updated in the file cabinet. Given to Peter on 3/20/13.
Pre-Op forms not updated in the file cabinet. Given to Peter on 3/29/13.
- 5/1/2013 Double swabs done on 2 rooms this week. Failed to look/read [at] the calendar properly.
- 5/24/2013 Had to follow up several times about HOLD product (water damage) getting re-boxed for us
- 5/27/2013 Filled out a release form based off of an inventory adjustment in WoW without verifying what was needed
- 6/3/2013 Stayed until 4 AM without approval, working on a project I gave him. Project should not have been done
- 6/3/2013 CAPA that PQ completed was incomplete. Action items were never communicated to the people
- 6/4/2013 Held meeting with PQ regarding 6/3/13 issues. Also defined expectations of job performance
- 6/7/2013 Didn't cancel MVTL courier. Paid for 2 couriers and samples got sent to the wrong lab for testing
- 6/27/2013 Communicated incorrect information of swab site descriptions resulting in incorrect correct

ir.

roduction was completed. This is against our SOP.

e or donation to food shelf. Completed by warehouse on 6/3/13.

ether the transaction should have happened.

re taken that long. Information for the data charts should be updated on a weekly basis.

ople delegated as responsible. I walked through this with him step by step.

re for the position he holds.

st & hold.

ive action taken.