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Reichel Foods, Inc. Employee Performance Review

EMPLOYEE INFORMATION	
Name: Jeannette Range- 90 days	Due Date: 04/30/2021
Job Title: North plant start of production line	Employee Start Date: 01/11/2021
Department: Hormel	Supervisor/Manager: Phuy Vorng Chi
Review Period 01/22/2021 to 05/11/2021	Raise Recommended? Yes / No How much?

RATINGS	1 = F Poor	2 = D Fair	3 = C Satisfactory	4 = B Good	5 = A Excellent
Job Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments Great job knowledge and understand well work instruction.</i>					
Work Quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Comments Try the best and put more effort to keep line running more efficiency.</i>					
Attendance/Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments 1 call in / 2 tardy</i>					
Safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments Follow well safety rules.</i>					
Food Safety/GMP Compliance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments none, follow well GMP regulations.</i>					
Communication/Listening Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments Respond well to all directions.</i>					
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Comments Keep learning new thing to improve down time.</i>					
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments Good dependability</i>					
Overall Rating (average the rating numbers above)	4.75				

EVALUATION
ADDITIONAL COMMENTS Jeannette is very hard worker and fast pace, she is able to fit all position.
GOALS (as agreed upon by employee and manager) Help save down time and provide SQF to customer.

VERIFICATION OF REVIEW
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.
Employee Signature <i>Jeannette Range</i> Date <i>04/20/21</i>
Supervisor/Manager Signature <i>Phuy Vorng Chi</i> Date <i>04/20/21</i>

OFFICE USE ONLY
Raise Amount: <i>0 days</i> Prev. Raise Amt: Date: Reason:
New Wage: <i>12.00</i> Prev. Raise Amt: Date: Reason:
Effective Date of New Wage: Prev. Raise Amt: Date: Reason:
Accounting Signature