

Job Transfer/Promotion Evaluation

Employee Name Richard Marshall Department Patties

Task	Criteria	Needs		Comments
		Acceptable	Improvement	
Communication	Effectively exchanges information, written or verbal, with all types of personnel	X	X	Much better now than 1 mo ago.
	Communicates information accurately, timely and respectfully	X		
Job Skills	Demonstrates technical understanding of the job	X		Getting better each day.
	Has the ability to analyze work, set goals, develop plans of action and utilizes time appropriately	X		Acceptable but has room for improvement.
Quality	Is aware of, and complies with, product specifications related to their department and/or area.	X		

Items employee needs to work/improve on: Continue to improve awareness of product quality and time management.
Communication has improved but needs to continue.
Set goals to learn more about conveyers and other Patty-F 19's
Doing an acceptable job for patty operator pay rate increase

Rate Change? Yes No

Richard needs a blue patty bump Cap.

If No, why not/when will next review occur?

Employee Signature: Richard M. Marshall Date: 11-7-16

Supervisor Signature: [Signature] Date: 11-7-16

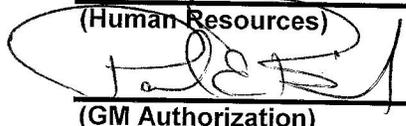
PAYROLL CHANGE REPORT

Today's Date: <u>11/8/2016</u>	Effective Date: <u>11/7/2016</u>
Hire Date: _____	Hours Worked: _____
Employee's Name: <u>Richard Marshall</u>	
Department: <u>Patties</u>	

CHANGE (S)		FROM	TO
X	Rate	\$10.75	\$11.50
	Shift Differential	\$0.50	\$0.50
X	Total	\$11.25	\$12.00

REASON (S) FOR THE CHANGE (S)							
	Seniority Increase (Circle One)	90 Day	6 Month	1 Year	1 1/2 Year	2 Year	Annual
	Merit Increase						
X	Other						

ADDITIONAL COMMENTS
Promotion to patties. Richard had a job transfer evaluation on 11-7-16 and meets the qualifications for a patty operator (Skill level 2 to Skill level 3)

Authorized by: <u></u> (Department Manager)	Date: <u>11/8/16</u>
Guideline verified: <u>Nichol Wojcik</u> (Human Resources)	Date: <u>11/8/16</u>
<u></u> (GM Authorization)	Date: <u>11/9/16</u>