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Reichel Foods, Inc. Employee Performance Review

EMPLOYEE INFORMATION	
Name: Shelby Blackwell	Due Date: 9/4/2012
Job Title: Production	Employee Start Date: 6/4/2012
Department: 2nd shift	Supervisor/Manager:
Review Period 6/4/2012 to 9/4/2012	Raise Recommended? Y/N How much? 50¢
RATINGS	
	1=Poor 2=Fair 3=Satisfactory 4=Good 5=Excellent
Job Knowledge	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
Comments	she know how Run Card Applicator and in speed she trays.
Work Quality	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Comments	we still see some good trays on the floor; be careful not to drop it.
Attendance/Punctuality	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Comments	she always show up on time but miss some day.
Safety	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
Comments	she always follow the GMP.
Communication/Listening Skills	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
Comments	always ask if she not sure about something and do what we ask her to do.
Initiative	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Comments	
Dependability	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Comments	she dependable person she always there when we need her.
Overall Rating (average the rating numbers above) 3.55	
EVALUATION	
ADDITIONAL COMMENTS: need to help out down the west. to save more money for the company.	
GOALS (as agreed upon by employee and manager) to make sure every one understand and follow GMP all the time.	
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>Shelby Blackwell</i>	Date 10/4/2012
Supervisor/Manager Signature <i>[Signature]</i>	Date 10-04-12

OK 10/9/12