



X "your workforce management & staffing experts"

30-90 Evaluation for Employees in a New Position

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|-----------------------------|----------------------------------|
| Employee Name: Scott Keller | Department: Transportation |
| Job Title: Driver | Hire Date: 6/16/15 |
| Supervisor: Doug Martinson | Evaluation Period: 30 Day Review |

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

Please answer the following questions below:

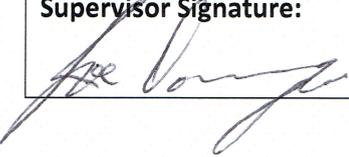
| Employee | Supervisor |
|---|--|
| Are additional resources/tools needed? | Have additional resources/tools that the employee requested been provided? |
| Are there any barriers or obstacles to successfully perform the work? | If obstacles or barriers exist, what has been done to eliminate them? |

For Employees at their 30-Day and 90-Day milestone, please mark one:

- Employee is making progress and meeting performance expectations
- Employee is not making progress and is not meeting performance expectations

| |
|---|
| <p>Supervisor Comments <i>(If Not-Acceptable is marked for any Task, specific examples must be provided)</i> Scott is doing very well. He has been a great addition to the team.</p> <div style="text-align: right; margin-top: 20px;">  </div> |
| <p>Employee Comments</p> |

This Evaluation has been reviewed with me on this date.

| | |
|--|---------------------------|
| Employee Signature:  | Date: 7-16-2015 |
| Supervisor Signature:  | Date: 7-16-2015 |

Driver Contractor On-Boarding Checklist

2822

Purpose

The purpose of this checklist is to ensure that all site requirements for contractors are completed.

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|--------------------------------------|---|
| Name: <u>Scott Keller</u> | Start Date: <u>6/16/15</u> |
| Position: <u>Driver</u> | Supervisor: <u>Joe Dominguez</u> |
| CMG Supervisor: <u>Faylor</u> | Date: <u>6/16/15</u> |

| | Task | Status |
|--|--|-------------------------------------|
| Before First Day | Send welcome packet with important information (e.g. benefits & first day logistics). – CMG | <input type="checkbox"/> |
| | Provide job information- CMG | <input type="checkbox"/> |
| | Encourage the review and completion of paperwork (if feasible) Before Day 1 - CMG | <input type="checkbox"/> |
| | Contact new employee to answer questions and set expectations - CMG | <input type="checkbox"/> |
| | Background checks completed and References verified- CMG | <input type="checkbox"/> |
| | Complete Drug Screening and assign/prepare logistics (i.e. lockers) - CMG | <input type="checkbox"/> |
| | Obtain a training sponsor from SuperMom's Manager or Supervisor – CMG | <input type="checkbox"/> |
| First Day/Orientation | Complete Good Management Practice & Safety Training - CMG | <input type="checkbox"/> |
| | New Hire Packet (explain benefits, policies, & procedures) - CMG | <input type="checkbox"/> |
| | Complete paperwork, badge, time clock (in & out) - CMG | <input type="checkbox"/> |
| | Introduce new employee to training sponsor | <input type="checkbox"/> |
| | Supervisor welcome new employee | <input checked="" type="checkbox"/> |
| | Communicate vision and mission. | <input checked="" type="checkbox"/> |
| | Discuss PPE requirements (i.e. smock, hair/beard net, boots, ear protection, washing procedures) | <input checked="" type="checkbox"/> |
| | Provide Safety Expectations (AWAIR) | <input checked="" type="checkbox"/> |
| First Week | Conduct Tour – introduction to the rest of the team, emergency exits, fire extinguishers, etc. | <input type="checkbox"/> |
| | Ensure the job roles and responsibilities are clearly communicated to the new employee. | <input checked="" type="checkbox"/> |
| | Introduce the new employee to other employees and management. | <input checked="" type="checkbox"/> |
| | Ensure driver understands how to fill out paperwork correctly. | <input checked="" type="checkbox"/> |
| | Ensure the tools required for the job and proper working techniques are reviewed. | <input checked="" type="checkbox"/> |
| | Ensure the hazards of the equipment and safety guards are reviewed. | <input checked="" type="checkbox"/> |
| | Provide a list of contacts who can address the new employee's questions on a variety of issues. | <input checked="" type="checkbox"/> |
| | Ensure driver understands the schedule and start times accordingly. | <input checked="" type="checkbox"/> |
| | Ensure driver knows how to operate phone to make calls, logging in, pre and post trips. | <input checked="" type="checkbox"/> |
| Ensure driver has phone numbers to contact supervisors and stores about delivery issues. | <input checked="" type="checkbox"/> | |
| | Gather feedback about the orientation program from the new employee. | <input checked="" type="checkbox"/> |

SuperMoms Training Sponsor: [Signature] **Date:** 6/16/15

SuperMoms Supervisor: [Signature] **Date:** 6-19-15

SuperMoms Manager: [Signature] **Date:** 6-16-15

SuperMoms Human Resources: [Signature] **Date:** 7-16-2015