



30-90 Evaluation for Employees in a New Position

Employee Name: Senait Bobas	Department: Packaging
Job Title: Production	Hire Date: 9/14/15
Supervisor: Miguel Quintanilla	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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	• Communicates information accurately, timely, and respectfully	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Job Skills and Ability to Learn	• Able to grasp new concepts and applies them to the job	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	• Demonstrates technical understanding of the job	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	• Asks questions to confirm understanding of concepts	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Work Quality and Ability to Follow Work Instructions	• Operates systems and equipment properly	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	• Follows work procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	• Amount of rework minimal	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	• Follows through on tasks • Maintains production pace	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Safety and QA-Food Safety Awareness	• Follows all Safety policies	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	• Watches out for others	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	• Follows all QA & Food Safety Awareness policies & procedures	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Team Work and Initiative	• Able to get along with others and help them complete tasks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	• Does work without being constantly reminded	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	• Fits into the norms and expectations of the organization.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Please answer the following questions below:

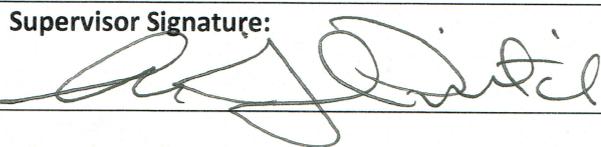
Employee	Supervisor
Are additional resources/tools needed? NO	Have additional resources/tools that the employee requested been provided? NO
Are there any barriers or obstacles to successfully perform the work? NO	If obstacles or barriers exist, what has been done to eliminate them? NO

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

Supervisor Comments <i>(If Not-Acceptable is marked for any Task, specific examples must be provided)</i> Senait has a difficult time communicating and understanding instructions at work. she doesn't remember how to complete task even after her leads shows her how. Her co-workers and leads have to re do most of Senait job responsibilities. Senait doesn't follow through task.
Employee Comments 

This Evaluation has been reviewed with me on this date.

Employee Signature: 	Date: 10/22/15
Supervisor Signature: 	Date: 10/22/15