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Reichel Foods, Inc. Employee Performance Review

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|---|---|
| Name Sergio Guetierrez | Due Date 6/9/11 |
| Job Title Warehouse | Date 5/25/11 |
| Department: Warehouse | Supervisor/Manager: Jay |
| Review Period 2-23-11 to 5-25-11 | |
| | 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 | |
| Work Quality | <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| Comments | |
| Attendance/Punctuality | <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| Comments | |
| Safety | <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| Comments | |
| Communication/Listening Skills | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> |
| Comments | |
| 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 | |
| Overall Rating (average the rating numbers above) 3.2 | |
| ADDITIONAL COMMENTS Sergio is a good employee. He is an asset to the Reichel team, however, needs to work on attendance. | |
| GOALS (as agreed upon by employee and manager) Continue to improve on his warehousing skills. | |
| <i>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.</i> | |
| Employee Signature <i>Sergio Guetierrez</i> | Date 6-15-11 |
| Supervisor/Manager Signature <i>Jay M. Jamison</i> | Date 6-15-11 |

Allen Blaha