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Reichel Foods, Inc. Employee Performance Review

EMPLOYEE INFORMATION	
Name: Tadesse Haile	Due Date: 9/13/2012
Job Title: Production	Employee Start Date: 9/13/2011
Department: 2nd shift	Supervisor/Manager:
Review Period 9/13/2011 to 9/13/2012	Raise Recommended? Y/N How much? 1/4

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	He know his job pretty well about Sanitation.				
Work Quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments	always keep the fott floor dry and clean.				
Attendance/Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments	He always come doworth every day and on time.				
Safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments	always follow GMP.				
Communication/Listening Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments	always do what we ask him 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments	he is dependable person always here when we need him.				
Overall Rating (average the rating numbers above)	3.95				

ADDITIONAL COMMENTS make sure no water standing on the floor and don't touch the machine when you do clean the floor.

GOALS (as agreed upon by employee and manager) to keep the production line clean and dry as much possible.

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	Date 10-03-12
Supervisor/Manager Signature	Date 10-03-12

10/9/12