



3month/6month Evaluation for Employees in a New Position

2 Refs
in 2015
2-10-15

Employee Name: <u>Charles Toy</u>	Department: <u>Sanitation</u>
Job Title: <u>3rd Shift Sanitation</u>	Hire Date: <u>10-20-14</u>
Supervisor: <u>Tim Holt</u>	Evaluation Period: <u>3 months (480 hrs)</u>

Tasks	Criteria	Acceptable	Needs Improvement	Not Acceptable
Attendance	- Reports for all scheduled shifts at the scheduled start time - Notifies supervisor in advance if unable to report to work as scheduled	☐	☒	☐
		☐	☒	☐
Communication	- Effectively exchanges information, written or verbal, with all types of personnel - Communicates information accurately, timely, and respectfully	☒	☐	☐
		☒	☐	☐
Job Skills and Ability to Learn	- Able to grasp new concepts and applies them to the job - Demonstrates technical understanding of the job - Asks questions to confirm understanding of concepts	☒	☐	☐
		☒	☐	☐
		☒	☐	☐
Work Quality and Ability to Follow Work Instructions	- Operates systems and equipment properly - Follows work procedures - Follows through on tasks	☒	☐	☐
		☒	☐	☐
		☒	☐	☐
		☒	☐	☐
Safety and QA-Awareness	- Follows all Safety policies - Watches out for others - Follows all QA & Food Safety Awareness policies & procedures	☒	☐	☐
		☒	☐	☐
		☒	☐	☐
Team Work and Initiative	- Able to get along with others and help them complete tasks - Does work without being constantly reminded - Fits into the norms and expectations of the organization.	☒	☐	☐
		☒	☐	☐
		☒	☐	☐

Please answer the following questions below:

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

For Employees at their 3 month and 6 month 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>Attendance need some improvement otherwise Charles is doing a good job</i>	Employee Comments
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This Evaluation has been reviewed with me on this date.

Employee Signature: <i>Charles Tay</i> Date:	Supervisor Signature: <i>Jim Jell</i> Date: <i>2-6-15</i>
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