



30-90 Evaluation for Employees in a New Position

Employee Name: Trocon Barclay	Department: Bench
Job Title: Production	Hire Date: 04/28/14
Supervisor: Curt R.	Evaluation Period: 30 Day

Tasks	Criteria	Acceptable	Needs Improvement	Not-Acceptable
Attendance	- Reports for all scheduled shifts at the scheduled start time - Notifies supervision 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 - Amount of rework minimal - Follows through on tasks	☐	☐	☒
		☐	☒	☐
		☐	☒	☐
		☐	☒	☐
Safety and QA-Food Safety 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:

Employee	Supervisor
Are additional resources/tools needed? -TRYING - STILL DEVELOPING	Have additional resources/tools that the employee requested been provided? <i>MA</i>
Are there any barriers or obstacles to successfully perform the work? <i>NO</i>	If obstacles or barriers exist, what has been done to eliminate them? <i>NONE</i>

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
(If Not-Acceptable is marked for any Task, specific examples must be provided) WHEN LINE STOPS TROKON WALKS AWAY - (BATHROOM) THEN WE HAVE TO GO LOOK FOR HIM. I HAVE TALKED TO BEFORE ABOUT THIS.
Employee Comments

This Evaluation has been reviewed with me on this date.

Employee Signature: <i>Theresa Murphy</i>	Date: <i>6-9-14</i>
Supervisor Signature: <i>Cathy J. Roney</i>	Date: <i>6-9-14</i>