CMG
CORPORATE MANAGEMENT GROUP
"your workforce management & staffing experts"

| Employee Name: Van Rovo | Department: |
| Job Title: | Hire Date: 1-29-17 |
| Supervisor: Nick Rausch | Evaluation Period: 3 month |

| 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 | ☑ | ☐ | ☐ |
| | • Follows through on tasks | ☑ | ☐ | ☐ |
| Safety and QA- Food Safety Awareness | • Follows all Safety policies | ☑ | ☐ | ☐ |
| | • Watches out for others | ☑ | ☐ | ☐ |
| | • Follows all GMP 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? *N:* | Have additional resources/tools that the employee requested been provided? |
| Are there any barriers or obstacles to successfully perform the work? *N:* | If obstacles or barriers exist, what has been done to eliminate them? |

**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)*

*Learned Quickly and is a fast packer.*

**Employee Comments**

**This Evaluation has been reviewed with me on this date.**

| Employee Signature: *R. V.* | Date: 4-29-17 |
|---|---|
| Supervisor Signature: | Date: 4-29-17 |

Would this employee be eligible for a wage increase? Yes: __X__ No: _____

If Yes, Amount? _____ Approved by: _____ Date: _____