

3-14
-7/4



3month/6month Evaluation

Employee Name: <u>Tiffany Watson</u>	Department: <u>Dimension</u>
Job Title: <u>packout</u>	Hire Date: <u>12-8-15</u>
Supervisor: <u>Dale S.</u>	Evaluation Period: <u>3month - 480 hours</u>

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

PAYROLL CHANGE REPORT

Today's Date: <u>3/4/2016</u>	Effective Date: <u>3/14/2016</u>
Hire Date: <u>12/8/2015</u>	Hours Worked: <u>3 months - 480 hours</u>
Employee's Name: <u>Tiffany Watson</u>	
Department: <u>packout</u>	

CHANGE (\$)		FROM	TO
X	Rate	\$9.50	9.50
	Shift Differential	\$0.00	-
	Total	\$9.50	9.50

REASON (S) FOR THE CHANGE (S)							
X	Seniority Increase (Circle One)	480 HRS	6 Month	1 Year	1 1/2 Year	2 Year	Annual
	Merit Increase						
	Other						

ADDITIONAL COMMENTS

Tiffany has seven absences in the past three months including 4 late arrivals that were greater than one hour late..

no change due to attendance

Authorized by: <u></u> (Department Manager)	Date: <u>3/7/16</u>
Guideline verified: <u>Nichol Wiegels</u> (Human Resources)	Date: <u>3-7-16</u>
<u>N/A</u> (GM Authorization)	Date: _____