



WV

Reichel Foods, Inc. Employee Performance Review

EMPLOYEE INFORMATION	
Name: Saidi Farah Yete	Due Date: 4/30/2021
Job Title: Tumbler/Slicing Flume	Employee Start Date: 5/18/2020
Department: 2nd Shift Production	Supervisor/Manager: Darrius Louwell
Review Period 5/18/2020 to 5/18/2021	Raise Recommended? Yes / No How much? N/A

RATINGS					
	1 = F Poor	2 = D Fair	3 = C Satisfactory	4 = B Good	5 = A Excellent
Job Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Comments: Knows how to perform his job duties well. Fast learner.</i>					
Work Quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments: Provides good quality of work with the best of his ability.</i>					
Attendance/Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Comments 7 call ins / 0 tardy Has been doing well since coming to 2nd shift. Keep Improving.</i>					
Safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments: Works in a safe manner. No incident reported on his behalf.</i>					
Food Safety/GMP Compliance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Comments 2 GMP / Jewelry 5/27 - Other(mask) 8/20 Has been Improving Gmp's sinice coming back to production.</i>					
Communication/Listening Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments: Takes direction well from the supervisors.</i>					
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments: Helps out wherever needed with no complaints.</i>					
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments: Very dependable employee. Always here and ready to work.</i>					
Overall Rating 4.625					

EVALUATION	
ADDITIONAL COMMENTS Saidi Yete, has been a great addition to our 2nd shift crew. He's a quick learner and does his job with the best of his abilities.	
GOALS: Strive for Zero GMP violations for the rest of the year, commit to reducing or eliminating scrap wherever possible, keep rest room and breakroom areas clean at all times, return from breaks in a timely manner.	

VERIFICATION OF REVIEW	
<i>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.</i>	
Employee Signature <i>Saidi</i>	Date 4-12-21
Supervisor/Manager Signature <i>Darrius Louwell</i>	Date 4-12-21

OFFICE USE ONLY			
Raise Amount: <i>0.00</i>	Prev. Raise Amt:	Date:	Reason:
New Wage: <i>12.00</i>	Prev. Raise Amt:	Date:	Reason:
Effective Date of New Wage:	Prev. Raise Amt:	Date:	Reason:
Accounting Signature			