



### 30-90 Evaluation for Employees in a New Position

|                             |                                  |
|-----------------------------|----------------------------------|
| Employee Name: Muktar Yusuf | Department: Sanitation           |
| Job Title: Production       | Hire Date: 7/15/15               |
| Supervisor: Hector Aponte   | Evaluation Period: 30 Day Review |

| Tasks                                                | Criteria                                                                            | Acceptable                          | Needs Improvement                   | Not-Acceptable           |
|------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------|-------------------------------------|--------------------------|
| Attendance                                           | • Reports for all scheduled shifts at the scheduled start time                      | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
|                                                      | • Notifies supervision in advance if unable to report to work as scheduled          | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input 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 type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
|                                                      | • Asks questions to confirm understanding of concepts                               | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Work Quality and Ability to Follow Work Instructions | • Operates systems and equipment properly                                           | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
|                                                      | • Follows work procedures                                                           | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
|                                                      | • Amount of rework minimal                                                          | <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 type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
|                                                      | • Fits into the norms and expectations of the organization.                         | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |

Please answer the following questions below:

| Employee                                                              | Supervisor                                                                 |
|-----------------------------------------------------------------------|----------------------------------------------------------------------------|
| Are additional resources/tools needed?                                | Have additional resources/tools that the employee requested been provided? |
| Are there any barriers or obstacles to successfully perform the work? | 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

|                                                                                                                                                                                                        |                          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| <b>Supervisor Comments</b><br>(If Not-Acceptable is marked for any Task, specific examples must be provided)<br>Muktar is meeting the expectations, he is always on time, work safely and Respectfull. |                          |
| <b>Employee Comments</b>                                                                                                                                                                               | Kur J. as<br>no increase |

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

|                                                                                                                     |                          |
|---------------------------------------------------------------------------------------------------------------------|--------------------------|
| <b>Employee Signature:</b><br>   | <b>Date:</b><br>08/19/15 |
| <b>Supervisor Signature:</b><br> | <b>Date:</b><br>08/19/15 |