



Corporate Management Group

Performance Evaluation

Name: Diana Elton Date of 90 Review: _____
Client: _____ Scheduled Annual: _____
Date: 10/11/2019 Current Compensation: _____

RATING:

- 5= Far exceeds expectations
- 4= Exceeds expectations
- 3= Fully meets expectations
- 2= Periodically meets expectations (or is new in their role)
- 1= Does not meet expectations (minimum requirements are generally not met; critical need for improvement)

ESSENTIAL SKILLS:

ON SITE RESPONSIBILITIES

RATING

- Focuses on key priorities. 3
- Understands how the business is run; possesses operational knowledge of the business. 3
- Utilizes all available resources and tools to identify and capitalize on ideas that contribute to improved customer service, efficiency, and profit. 3
- Develops and implements strategies to impact customer satisfaction. 3
- Shows dedication to the needs of the business first and foremost. 4
- Evaluates key areas at key times and provides support to facilitate good business across on site client locations. 3

CMG PAYROLL

RATING

- Aggressively implements proactive plans, maximizes opportunities, and achieves desired results. 3
- Accurately processes payroll for onsite CMG employees. 3
- Meets deadlines in distributing payroll information to corporate in order for corporate to meet all deadlines with ESSG and client leadership team. 3



- Demonstrates time efficiency in focusing on the task at hand while being able to juggle competing priorities. 3
- Resolves and identifies any discrepancies in a timely manner. 3

STAFF DEVELOPMENT	RATING
• Builds a cohesive team via the following: Establishes an open and trusting work environment: listens to and addresses employee concerns.	<u>4</u>
• Properly evaluates individuals' performance, including attendance and holds people accountable.	<u>3</u>
• Effectively evaluates abilities, interests, and development needs of employees; provides appropriate feedback and partners with client management to make necessary moves or change in assignments.	<u>3</u>
• Follows up and addresses concerns in a timely manner.	<u>3</u>
• Shares knowledge relating to on site processes and procedures with relation to cross training and multi-client location support.	<u>3</u>

RECRUITING	RATING
• Focuses on building a pipeline of talent through walk in applicants and utilizes other recruiting methods to secure skilled talent.	<u>3</u>
• Utilizes applicant tracking system, cmg time to add applicants and convert individuals to new hires.	<u>3</u>
• Successfully delivers recruiting results on newly created positions, projects, and replacement needs while maintaining a sense of urgency.	<u>3</u>
• Follows client protocol for new hire orientation training and is thorough in providing a tour of the facility, safety training, and setting realistic expectations of work assignment through CMG.	<u>3</u>
• Reports recruiting progress to leadership team and asks for help if the recruiting call out is larger than normal; evaluates daily staffing ratios.	<u>3</u>

COMMUNICATION	RATING
• Provides relevant and timely information to CMG leadership, client managers, and staff.	<u>4</u>
• Takes initiative to create memos to communicate new information or policy changes to CMG temporary staff.	<u>3</u>
• Articulates ideas in a clear, concise, and professional manner; displays appropriate assertiveness when advocating point of view.	<u>3</u>
• Prepares concise, accurate, and easily read and understood memos and reports.	<u>3</u>
• Selects most appropriate means of communication.	<u>3</u>



- Establishes and maintains effective relationships; consistently treats others with respect. 4
- Accepts constructive criticism and feedback and uses suggestions to best advantage. 3
- Builds cooperation and commitment to achieving mutual goals. Offers bilingual ability to client to translate on an as needed basis. 3
- Demonstrates understanding of nonverbal communication methods including email and reporting and shows ownership for the information. 3

DECISION MAKING	RATING
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- | | |
|--|----------|
| • Uses good judgment to make effective decisions within appropriate timeframes that support company goals. | <u>3</u> |
| • Executes plans and implements company change relating to process and procedure. | <u>3</u> |
| • Selects the best course of action after analyzing alternatives. | <u>3</u> |
| • Operates effectively in the face of uncertainty. | <u>3</u> |
| • Seeks out answers. | <u>2</u> |
| • Keeps customers' interests in mind when making decisions. | <u>4</u> |

REPORTING/CMG TIME PROFICIENCY	RATING
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- | | |
|--|----------|
| • Demonstrates proficiency in use of cmg time for maintaining applicant records, staff file information, status changes, and terminations. | <u>3</u> |
| • Utilizes CMG Time for automated reporting capability. | <u>3</u> |
| • Documents staff profile information in cmg time. | <u>3</u> |
| • Strives for new computer proficiency information and knowledge which will increase efficiency in all realms of role. | <u>3</u> |



STRENGTHS

1. When asked to complete a task, I will make sure it gets completed in a timely fashion.
2. I am reliable and dependable to complete task at hand or to jump in when needed.
3. Able to stay calm in stressful situations.

FUTURE OBJECTIVES

1. Put time aside at end of Day to be able to file documents in appropriate area.
2. Work on being more assertive when calling people and ec. ext.
3. Would like to take on more task. Reviews/petro ext.

Comments:

- follow up
- anniversary
- payroll
- holiday
- 7 Disc.
- 7 missing

Diana Elter

10/11/2019

Employee Signature

Date

Witness

Date

Conducted By

Date



Corporate Management Group

Performance Evaluation

Name: Diana Elton Date of 90 Review: Ø
Client: Reichel Foods Scheduled Annual: 10/2/19
Date: 10/2/19 Current Compensation: \$19.00

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STRENGTHS

- 1.) Can multi task and make sure all tasks are completed.
- 2.) Communicates very clear
- 3.) there everyday, reliable, would like to see arrive for work before 8A.

FUTURE OBJECTIVES

- 1.) Brainstorm and come up with new advertising strategies.
- 2.) Continue to interview and hire applicants through door.
- 3.) Keep up on bid prior

Comments:

Deana is a reliable and trustworthy asset to the CMG team. I look forward to many more years of working side by side.

Employee Signature

Date

W/A

Witness

Date

Kelsey A. Little

10/10/19

Conducted By

Date