

# EMPLOYEE EVALUATION REPORT

 Bazil – Brighton

 Bazil – Penfield

 Mario's Via Abruzzi

Employee: \_\_\_\_\_ Position: \_\_\_\_\_

Manager: \_\_\_\_\_ Date: \_\_\_\_\_

**5**=Outstanding, sets an example for others    **4**=Excellent performance    **3**=Goes above the minimum requirements  
**2**=Meets the minimum requirements    **1**=Requires drastic improvement    **0**=Does not comply at all

**(0-5)**

<b>1. ATTITUDE</b>	Maintains a positive and motivated attitude at all times while working with customers and fellow employees. Maintains a positive attitude during high stress situations. Always shows respect for others.	
<b>2. TEAMWORK &amp; COOPERATION</b>	Works well with others, is always proactive in finding ways to help others, always helps others when asked to by fellow employees and management. Understands that everyone helps everyone, no matter what the job is.	
<b>3. CLEANLINESS</b>	Always maintains a clean workstation. Keeps floors, counters and equipment clean during and after the shift. Maintains a clean uniform during shift, protects uniform during shift by being aware of soiled areas.	
<b>4. ATTENDANCE</b>	Arrives to work on time and is ready to work in full uniform at scheduled time. Is prepared to work mentally and physically for the shift. Does not call in with out proper notice or first finding a replacement.	
<b>5. JOB KNOWLEDGE</b>	Has full understanding of the tasks required for the position of employment. Asks questions whenever there is an uncertainty regarding a task. Understands employee guidelines as printed in the employee handbook.	
<b>6. PRODUCTIVITY</b>	Accomplishes tasks efficiently. Able to complete tasks quicker as the employee gains experience. Proactive at finding new tasks, as tasks are completed, rather than waiting for a manager to give further direction.	
<b>7. FOLLOWS INSTRUCTIONS</b>	Follows directions as communicated. Reads and follows instructions on employee notice memos. Is able to adapt to new directions as they may change with a growing business.	
<b>8. SAFETY</b>	Aware of the dangers of the work environment and is proactive at maintaining safety standards. Quickly cleans spills on the floors and removes any possible dangers that may be evident in the work environment.	
<b>9. SANITATION</b>	Maintains a well-sanitized work area as well as good personal hygiene. Is aware of the dangers of an unsanitary working environment and what it may cause to customers.	
<b>10. PROACTIVITY</b>	Goes above and beyond what is expected as an employee. During slow periods, finds ways of cleaning and maintaining the premises and helping others complete their tasks. Is proactive at keeping busy.	
<b>TOTALS</b>	<b>50-45</b> =Outstanding, <b>45-40</b> =Above average, <b>39-30</b> =Meets the minimum requirements, <b>29-20</b> =Requires major improvement, <b>19-0</b> =Grounds for termination	

**MANAGER COMMENTS:**

**EMPLOYEE COMMENTS:**

\_\_\_\_\_  
 Manager Signature Date

\_\_\_\_\_  
 Employee Signature Date

**(Create one copy for employee file on site, one for home office & a copy for employee to keep)**