



Mid-Season Employee Evaluation

Name: _____ Number: _____ Position: _____

Department: _____

Mark the appropriate box with an X

Needs Improvement	Meets Standards	Exceeds Standards
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

JOB KNOWLEDGE & COMPREHENSION

Is knowledgeable of duties, methods, and procedures required by the job.

Other: _____

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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GUEST RELATIONS:

Treats guests courteously. Seeks opportunities to enhance guest experience, expresses a sense of urgency to accommodate guest.

Other: _____

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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WORK QUALITY:

Understand and meet work standards in an accurate, prompt, and neat manner, including standards for verbal/written communications if applicable.

Other: _____

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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PRODUCTIVITY:

Consistently produces volume of work. Maintains attention to work and meets deadlines.

Other: _____

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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PERSONAL APPEARANCE:

Consistently comes to work neatly groomed. Is in uniform or appropriate attire according to dress code.

Other: _____

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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INTERPERSONAL SKILLS:

Demonstrates ability to get along with others, is respectful of co-workers, communicates and acts as a team player.

Other: _____

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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ATTENDANCE & PUNCTUALITY

Dependable, arrives at work on time, reports on all scheduled days, and adheres to break and meal schedules.

Other: _____

Manager's Comments/Feedback:

Employee's Comments/Feedback:

Employee's Signature _____ Date _____

Manager's Signature _____ Date _____

HR Signature _____ Date _____