

Name: _____ Number: _____ Position: _____

Department: _____ Hire Date: ____/____/____ Review Date: ____/____/____

Manager Completing Form: _____

		Needs Improvement	Meets Standards	Exceeds Standards
JOB KNOWLEDGE & COMPREHENSION:	Is knowledgeable of duties, methods, and procedures required by the job. <i>Other:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GUEST RELATIONS:	Treats guests courteously. Seeks opportunities to enhance guest experience, expresses a sense of urgency to accommodate guest. <i>Other:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WORK QUALITY:	Understand and meet work standards in an accurate, prompt, and neat manner, including standards for verbal/written communications if applicable. <i>Other:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PRODUCTIVITY:	Consistently produces volume of work. Maintains attention to work and meets deadlines. <i>Other:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PERSONAL APPEARANCE:	Consistently comes to work neatly groomed. Is in uniform or appropriate attire according to dress code. <i>Other:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
INTERPERSONAL SKILLS:	Demonstrates ability to get along with others, is respectful of co-workers, communicates and acts as a team player. <i>Other:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
INTERPERSONAL SKILLS:	Dependable, arrives at work on time, reports on all scheduled days, and adheres to break and meal schedules. <i>Other:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

MANAGERS COMMENTS: _____

EMPLOYEES COMMENTS: _____

Employee Signature: _____ Date: _____

Manager Printed Name: _____ Signature: _____ Date: _____

Division Head Signature: _____ Date: _____

Director of HR Signature: _____ Date: _____