**Department of Food Services**

EMPLOYEE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SCHOOL \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CLASSIFICATION \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ REVIEWER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

REVIEW DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ NEXT REVIEW DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Circle the rating for each of the following Categories

 **1 2 3 4 5**

**Category Unacceptable Improvement Acceptable Very Ultimate**

 **Needed Good**

Appearance Unkempt & Sometimes soiled Most times Well kept & neat Immaculate from

Uniform & soiled & unkempt appropriate start to finish

Shoes

Appearance Hair unkempt Sometimes Most times Clean & neat Maintains high

Personal Dirty nails unkempt acceptable most of the degree of appearance

 Jewelry bad time all the time

Energy Low enthusiasm Often seems tired & Meets service Hustles most of Hustles all of the time

level level/slow paced is in need of rest standards the time generates enthusiasm

Customer Often ignores Seldom meets Mostly meets Reacts & pleases Always meets

Relations customers & customers customers’ needs regularly customers’

 sometimes rude needs & pleases them needs & pleases them

Attendance Major Borderline Meets requirement Good record & Rarely absent

punctuality problems attendance in both areas attitude & never tardy

Policy & Does not Have to monitor Follows P & P Consistently Clarifies &

Procedure understand closely most of the time follows P & P redefines P & P

Quality & Needs constant Requires direction Meets the needs Needs little Never needs direction

productivity supervision most of the time most of the time supervision Always follows thru

Safety & Disregards S/S Occasionally takes Follows S/S Acts with concern Informs and instructs

Security procedures short S/S risks procedures does not take risks Highly concerned

Receptivity Does not help Occasionally needs Helps out when Anticipates needs Always anticipates

Cooperation co-workers un to be directed to needed/displays & provides help needs and gives help

w/co-workers less directed assist teamwork & informal training

Cooperation Challanges & Sometimes debates Responds properly Anticipates needs Corrects problems

w/ Mgmt. complains about Managements & constructively & bring them to when appropriate &

 assignments directions questions Mgmt Mgmt’s attention assists Mgmt.

Adjusting Needs specific Somewhat inflexible Reacts well to Frequently reacts Consistently anticipates

to change instruction when Gets confused easily change and positively to special needs & reacts

 change occurs direction changing situations without direction

Maintaining Fails to meet Rarely maintains Except on rare Consistently meets Always anticipates

work areas responsibilities required standards occasions meet responsibilities needs and reacts

 responsibilities

PERFORMANCE RATING PROCEDURE

 A. Total the points from each rating.

 B. Divide by the number of areas (standards) rated.

 Ultimate (4.21 to 5.00)

 . Very Good (3.41 to 4.21)

 Acceptable (2.56 to 3.40)

 Total points No. of ratings Review rating Improvement needed

 (1.76 to 2.55)

 Unacceptable (1.00 to 1.75)

GOAL ACCOMPLISHMENT (Current review)

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GOAL SETTING (Next Review)

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EMPLOYEES COMMENTS

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Employee Signature Reviewers Signature

DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_