Job Performance Review – Bearcat Express

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Review: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Not Meeting Expectations**
2. **Meeting Expectations**
3. **Meeting Expectations**
4. **Exceeding Expectations**

1. Hygiene (Neat, clean, and dressed appropriately for work) 1 2 3 4

2. Time management (On time and ready at the beginning of his/her shift and remains on task) 1 2 3 4

3. Appropriate Communication (With staff and customers – not visiting with friends and other staff) 1 2 3 4

4. Service to customers (Appropriate attitude, polite, and friendly) ) 1 2 3 4

5. Use of equipment (As taught by coffee shop management) ) 1 2 3 4

6. Adapts well to a variety of situations (Flexible – goes willing from one task to the next task) 1 2 3 4

7. Cooperates well with supervisor and other employees. 1 2 3 4

8. Dependability (Does as requested when asked the first time and in a timely fashion) 1 2 3 4

9. Work product quality (Product is made according to shop recipes/customer’s order and presented

 in a timely manner) 1 2 3 4

10. Self-directed (Uses time wisely – finds something that needs done and does it) 1 2 3 4

Comments

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 Employee’s (student) signature/date

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 Supervisor’s signature/date