Kitchen Employee Review

Employee Name:	**Department:**
Reviewer Name:	**Position in Company:**

This form has been designed to increase productivity in the work place. The purpose of this review is to enable us to recognize the areas of performance where the individual needs direction.

Below we would like you to circle the accurate description for your customer service representative, please ensure you complete each line. Please be aware that the "N/A" section is for those individuals where this does not apply, should this be the case please circle "N/A".

Using the scale of 1-5 in this section 1 being "less likely" and 5 being "highly likely". Please circle the number in the end box or circle the "N/A" box.

1	Performance is consistently superior	1	2	3	4	5	N/A
2	Performance is routinely above requirements	1	2	3	4	5	N/A
3	The individual is competent, punctual and dependable	1	2	3	4	5	N/A
4	Is effective with techniques, methods and skills required	1	2	3	4	5	N/A
5	Is an individual who establishes goals	1	2	3	4	5	N/A
6	Is good at identifying where improvements can be made	1	2	3	4	5	N/A
7	Is able to control production and is aware of the products being served	1	2	3	4	5	N/A
8	Is respectful to guests and able to communicate in a professional manner	1	2	3	4	5	N/A
9	Measures neatness and personal hygiene appropriate to position	1	2	3	4	5	N/A
10	Performs well under unusual circumstances	1	2	3	4	5	N/A
11	Measures safety with work habits	1	2	3	4	5	N/A
12	Has a full understanding how the restaurant team co-exists	1	2	3	4	5	N/A
13	Is continually applying methods to respect safety awareness, ability to care for the kitchen property	1	2	3	4	5	N/A
14	Is respectful to work space safety and cleanliness	1	2	3	4	5	N/A

Please list any areas where you feel the kitchen employee is doing particularly well.

Please list any areas where you feel the kitchen employee could improve.

Reviewer Feedback:

Reviewer's Signature:

Supervisor's Signature:

Date: