**Restaurant Employee Appraisal Evaluation Form**

**Employee Information**

* **Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Supervisor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Appraisal Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Evaluation Criteria
Rate the employee based on the following categories:**

| **Criteria** | **Rating (1–5)** | **Supervisor’s Comments** |
| --- | --- | --- |
| **Customer Service** |  |  |
| **Food Safety Practices** |  |  |
| **Punctuality** |  |  |
| **Initiative** |  |  |
| **Work Quality** |  |  |

**Overall Performance Summary**

1. **What are the employee’s key strengths?**
2. **What areas require improvement?**
3. **Recommendations for Training or Development:**

**Signatures
Supervisor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_
Employee’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_**