**Restaurant Training Evaluation Form**

**Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 Trainer Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 Evaluation Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

## **1. Skills & Knowledge Evaluation**

| **Skill Category** | **Rating (1-5)** | **Trainer’s Comments** | **Additional Notes** |
| --- | --- | --- | --- |
| **Food Preparation Knowledge** | **☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5** |  |  |
| **POS System & Payment Handling** | **☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5** |  |  |
| **Time Management** | **☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5** |  |  |
| **Teamwork & Collaboration** | **☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5** |  |  |
| **Cleanliness & Hygiene** | **☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5** |  |  |
| **Customer Service & Interaction** | **☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5** |  |  |
| **Handling Customer Complaints** | **☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5** |  |  |
| **Overall Attitude & Professionalism** | **☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5** |  |  |

## **2. Strengths & Areas for Improvement**

* **Strengths: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Areas for Improvement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

## **3. Final Trainer Comments**

**Trainer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**