



Shift Manger Performance Evaluation

Employee		Date	
Position Title		Department	
Reason For Evaluation:			
<input type="checkbox"/> Annual <input type="checkbox"/> End of First 90 Days <input type="checkbox"/> Merit <input type="checkbox"/> Promotion <input type="checkbox"/> Other			
Instructions: Evaluate employee's work performance as it pertains to the current job requirements. Circle the number that best describes the employee's performance. Comments are required for all fives (5), twos (2) & ones (1). Give a copy of the evaluation to the employee and to the payroll department attached with any pay increases.			
5 = Excellent 4 = Exceeds Job Requirements 3 = Meets Job Requirements 2 = Substandard Performance 1 = Unsatisfactory			

Factors	Level of Performance	Comments
Availability: The degree to which an employee is prompt and follows rules concerning attendance.	5 4 3 2 1	
Adherence to Policy: The degree to which an employee follows rules, procedures and regulations.	5 4 3 2 1	
Creativity: The degree to which an employee suggests ideas, discovers new and better ways of accomplishing goals.	5 4 3 2 1	
Dependability: The degree to which an employee can be relied upon to complete a job.	5 4 3 2 1	
Independence: The degree of work accomplished with little or no supervisors.	5 4 3 2 1	
Initiative: The degree to which an employee searches out new tasks and expands abilities professionally and personally.	5 4 3 2 1	
Interpersonal Relationships: The willingness and ability to communicate, cooperate, and work with co-workers, supervisors, and customers.	5 4 3 2 1	
Knowledge of Job: Useful technical skill and information at work.	5 4 3 2 1	

Factors	Level of Performance	Comments
Productivity: The accuracy of work finished in a specific amount of time.	5 4 3 2 1	
Quality: The accuracy, detail, and acceptability of work accomplished.	5 4 3 2 1	
Cash Control: Maintains cash control and documents problems; Investigates cash control problems; Enforces all cash procedures; and Maintains a minimal amount of voids and deletes.	5 4 3 2 1	
Shift Control: Completes AM/PM checklists; Completes hourly runs; Runs hourly labor % checks; Completes safe counts; and Skims drawers.	5 4 3 2 1	
Paperwork: completes paperwork with a high degree of accuracy and trouble shoots errors; and Turns paperwork in on time.	5 4 3 2 1	
Planning and Organizing: Organizes and schedules people and tasks; and Efficiently uses goals to guide actions.	5 4 3 2 1	
Policies and Procedures: Focuses on Operational Standards (OSM); Enforces organizational policies and procedures fair and consistently.	5 4 3 2 1	
Leadership / People Oriented: Develops team spirit, builds morale and stimulates excitement; Inspires others to excel on tasks and sets a positive example; and provides constructive feedback when coaching others.	5 4 3 2 1	

Areas Which Need Improvement

Recommendations for Career Development-Schooling, Seminars, Etc.:

Objectives to be Accomplished by Next Evaluation:

Rate employee's OVERALL performance in comparison to the job requirements involved with his/her position.

Average Rate = _____ (Add together each level of performance then divide the total by 16)

Employee Comments:

I have reviewed the foregoing evaluation and acknowledge that the items and subjects contained herein were discussed with me. I further acknowledge that I have been encouraged to provide any comments or disagreements I may have about this evaluation in writing in the space provided above.

Employee Signature / Date

Manager's Signature / Date