

PERFORMANCE APPRAISAL REPORT FORM
FOOD SERVICE EMPLOYEES
Employee Self Appraisal

Refer to the Performance Appraisal Manual for an explanation of each criterion listed below.

Quality of work

Judgment

Attitude

Working Relationships

Reliability

Job Duties for the functional area: *Identify and evaluate each major job duty or responsibility. For this portion of the rating, refer to the district classification description (examples of duties and knowledge, skills and abilities).*

Overall Evaluation:

- () **Exceeds standards** - the performance is so successful that special note should be made.
- () **Meets Standards** - Performance is at or above the minimum standards. This level is what the majority of employees perform and is what one would expect from competent employees.
- () **Needs Improvement** - Performance is below standard and the employee must fulfill the recommendations delineated on the development plan in order to become competent.

Supervisor Signature

Date:_____

Manager Signature

Date:_____

Employee Signature

Date:_____

PERFORMANCE APPRAISAL REPORT FORM
FOOD SERVICE EMPLOYEES
Supervisor/Manager Appraisal

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Supervisor Signature

Date:_____

Manager Signature

Date:_____

Employee Signature

Date:_____

**Performance Appraisal Criteria Definitions and Guides
Food Service Employees**

Employee Performance Criteria

Employee performance criteria are defined below. ***These are only to be considered examples and evaluation is not limited to these suggestions.*** Each criterion should be checked in relation to the individual employee's duties and responsibilities. Do not assume that all factors are of equal importance. Each criterion's degree of importance will vary according to the requirements of the employee's job. The employee should be made aware of these requirements. Performance not falling within levels described below should be rated as "needs improvement" with specific written guidance as to what can be done to improve performance.

Quality of Work

The degree of excellence of the work performed over the entire rating period. In rating this criterion, attention should be paid to the consequences of work that is not of good quality.

Meets Standards	Exceeds Standards
Work is neat, accurate, thorough, on time and acceptable. Work needs to be redone only on occasion. Impact of errors or work needing to be redone are minimal. It does not negatively affect the efforts of others. It reflects well upon the department or district.	Consistently high standards in accuracy and thoroughness. Completes multiple, complex projects on time or ahead of time.

Judgment

The quality of decisions, the nature depending upon the degree of responsibility assigned to the position.

Meets Standards	Exceeds Standards
Usually makes consistent and reliable judgements and decisions. These judgments have a positive effect on the quantity and quality of the work produced as well as on the work of others. Appropriately refers to the supervisor only those decisions that require higher level action. Bases decisions on analysis of information available.	Consistently makes sound decisions even on complex issues. Actively seeks input from parties involved and goes the "extra mile" to obtain data. Anticipates problems. Incisive thinker. Seeks pertinent information and considers various options /viewpoints. Independently seeks additional information for own use or supervisor's use in resolving problems or making decisions.

Attitude

The degree of willingness an employee exhibits when given responsibility and the manner in which the responsibility is carried out.

Meets Standards	Exceeds Standards
Readily accepts responsibility for job assignments. Cooperates with supervisor, peers and the people for whom s/he provides service. Employee accepts responsibility for his/her mistakes. Consistently complies with applicable rules and regulations. Accepts new ideas but may need to be convinced or persuaded.	Excellent in cooperation. Welcomes new ideas, generates them independently. Volunteers to be helpful and of assistance to others. Is enthusiastic. Takes initiative in accomplishing department goals. Demonstrates creativity in problem solving and offers a variety of possible solutions.

Working Relationships

This only reflects on those contacts that are a regular part of the employee's assigned duties and indicates the ability to effectively establish and maintain productive working relationships with peers, co-workers, and other employees with whom the employee has contact. It does not apply to the employee's personal popularity or lack of it.

Meets Standards	Exceeds Standards
Treats everyone with respect and fairness irrespective of job classification. Shares recognition. Listens well. Participates in team discussions to share information or problem solve but may have to be asked. Keeps relevant team members informed. Seeks input from team members.	Especially adept at establishing and maintaining productive working relationships. Suggests ways to share workload based on abilities/talents. Places welfare of the team and the solutions of problems over self-interests. Seeks rapport. Volunteers in some discussions. Demonstrates flexibility.

Reliability

Reflects dependability in attendance and punctuality.

Meets Standards	Exceeds Standards
Prudent use of available leaves. Reliable attendance and punctuality; on time to work; regularly returns from breaks and lunch in a timely manner. Requests for leaves are planned in conjunction with office workload.	Employee has an excellent attendance record and rarely misses work for unscheduled absences. Is rarely late arriving or returning to work.

**Mutual Feedback Conference Form
(Food Service Employees)**

Date _____

Unit Member _____ Supervisor _____

The questions on this form are to be used as a guide to a constructive dialog between the supervisor and unit member. Written comments are not required by either party. However, if written comments are provided, they do not become part of the unit member's official personnel file.

1. What have you accomplished to demonstrate:
 - a) Continuous Improvement
 - b) Quality Customer Service
 - c) Team Behavior
2. What are your professional and/or personal goals for the next six (6) months?
3. Are there any barriers preventing you from completing your job effectively?
4. What helps you get your job done in an efficient manner?
5. Are there problems facing the team right now?
6. What do you enjoy most about your job?
7. What do you enjoy least about your job?
8. What can I do to support you better?
9. Are there any other concerns or issues you'd like to discuss with me at our meeting?

FOR SUPERVISORS: Are there any positive or constructive feedback you would like to make to the unit member regarding their performance (e.g.; quality of work, judgment, attitude, working relationships, reliability)?