Shield Hotels

EMPLOYEE EVALUATION

Employee Name: _____ Date of Hire: _____

Scale:

1 = Excellent. Virtually no room for improvement. Employee assists in training. Works on own with little to no guidance necessary to complete normal job responsibilities.

2 = Good. Employee requires some improvement. Employee capable of assisting in some training. Capable of working on own, however still requires minimal guidance to complete normal job responsibilities.

3 = Average. Employee requires improvement but, performing on appropriate level for length of employment. Employee requires support on a normal basis. Employee reflects a positive attitude towards learning their job.

4 = Needs improvement. Employee is not performing to appropriate level based on length of employment. Employee requires daily assistance to complete basic job responsibilities. Employee reflects a neutral or poor attitude towards learning their job.

5 = Unacceptable. Employee is not capable of completing job responsibilities. Employee requires assistance throughout shift. Employee not following direction. Employee has poor attitude towards learning their job.

1. Quality of work: Employee consistently completes their work assignment in adherence to standards.

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☐ 2. Quantity of work: Employee consistently completes their work within their shift.

☐ 3. Attendance: Employee reports to work in a timely manner. Employee does not miss scheduled shifts.

☐ 4. Attitude: Employee always displays a positive attitude towards their job, the guest and fellow employees.

☐ 5. Teamwork: Employee works well with co-workers in their department and other departments.

☐ 6. Service: Employee understands and displays in their actions the concept of exceeding expectations.

☐ 7. Confidentiality: Employee understands and displays in their actions the need to maintain information they encounter in a confidential manner.

☐ 8. Appearance: Employee consistently reports to work in a neat and presentable manner, in complete uniform.

☐ 9. Sales skills: Employee assists in the successful promotion of the hotel to the general public, guests in house, and potential guests.

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☐ 10 . Communications: Employee possesses strong communication skills. Both verbal and written.

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# of Days Tardy:_____ Time Frame:_____

# of Days Late:_____

Training Completed since last review:

_____

_____

Total Score: ☐

Average Score: ☐

Current Rate of Pay: $_____ Amount of Increase: $_____

New Rate of Pay: $_____ Effective Date: _____

Action Plan:_____

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EMPLOYEE'S SIGNATURE/DATE SUPERVISOR'S SIGNATURE/DATE