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| **Name:** | **Position:** |
| **Date:** | **Supervisor:** |

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| Attendance & Punctuality |
| Consistently arrives to work at the scheduled time; communicates effectively with management if there is a delay or they are unable to come to work |
| *Success Looks Like:* |
| □ BELOW EXPECTATIONS □ MEETS EXPECTATIONS □ EXCEEDS EXPECTATIONS |
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| Role Responsibilities |
| Knows and understands the core responsibilities of the role; consistently executes these to the restaurant’s standards and expectations |
| *Success Looks Like:* |
| □ BELOW EXPECTATIONS □ MEETS EXPECTATIONS □ EXCEEDS EXPECTATIONS |
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| Teamwork |
| Works effectively with the team throughout the shift; creates a welcoming environment for new team members; actively engages in both training and helping others on the team learn/develop |
| *Success Looks Like:* |
| □ BELOW EXPECTATIONS □ MEETS EXPECTATIONS □ EXCEEDS EXPECTATIONS |
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| Goals |
| Actively engages in quarterly feedback conversations; engages in goal setting with their manager; assists other team members in meeting their goals when possible |
| *Success Looks Like:* |
| □ BELOW EXPECTATIONS □ MEETS EXPECTATIONS □ EXCEEDS EXPECTATIONS |
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**Verification:**

Shape

Your signature confirms that your supervisor discussed this evaluation in detail with you. Signing this form does not necessarily indicate that you agree with the evaluation.

|  |  |  |  |
| --- | --- | --- | --- |
| Employee Signature |  | Date |  |
| Manager Signature |  | Date |  |