

Grind Coffee Co. Employee Review

Rating Scale

<u>5 (Outstanding)</u>	Performs significantly well or above the standards for this position.
<u>4 (Exceeds Expectations)</u>	Generally exceeds the standards for this position.
<u>3 (Meets Expectations)</u>	Meets the standards for this position.
<u>2 (Needs improvement)</u>	Did not fully meet standards for this position.
<u>1 (Unacceptable)</u>	Performs significantly below standards for this position.

General Evaluation

Organizational Knowledge and Judgment: Demonstrates knowledge of standard operating procedures, processes, and equipment necessary for this role. Recognizes and resolves potential issues using sound judgment. Involves others in the decision-making when needed.

- 5-Outstanding
- 4-Exceeds expectations
- 3-Meets expectations
- 2-Needs improvement
- 1-Unacceptable

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Skillset: Possess the knowledge and expertise required to perform assigned duties effectively.
Demonstrates an interest in obtaining new skills and proactively mastering new competencies.

- 5-Outstanding
- 4-Exceeds expectations
- 3-Meets expectations
- 2-Needs improvement
- 1-Unacceptable

Quality of work: Demonstrates high-quality work by ensuring thoroughness, accuracy, and completeness in all tasks.

- 5-Outstanding
- 4-Exceeds expectations
- 3-Meets expectations
- 2-Needs improvement
- 1-Unacceptable

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Productivity & Dependability: Effectively manages time and ensures tasks are completed efficiently. Adheres to schedules and consistently delivers expected levels of quality/ output.

- 5-Outstanding
- 4-Exceeds expectations
- 3-Meets expectations
- 2-Needs improvement
- 1-Unacceptable

Communication: Has effective verbal and written communication skills and remains accessible to team members.

- 5-Outstanding
- 4-Exceeds expectations
- 3-Meets expectations
- 2-Needs improvement
- 1-Unacceptable

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Initiative: Demonstrates resourcefulness, versatility, and teamwork, contributing to additional responsibilities as needed.

- 5-Outstanding
- 4-Exceeds expectations
- 3-Meets expectations
- 2-Needs improvement
- 1-Unacceptable

Customer focus: Delivers exceptional service, actively seeks and incorporates customer feedback, and maintains professional communication with customers.

- 5-Outstanding
- 4-Exceeds expectations
- 3-Meets expectations
- 2-Needs improvement
- 1-Unacceptable

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Employee Self-Assessment Form

Please answer the questions below before your scheduled meeting with your manager.

How do you feel about your current performance?

- I feel like I'm behind on my work
- I could do better
- I feel like I'm getting the job done.
- I feel confident in my contributions.
- My work has been the best ever!
- I'm still new and figuring it out.

What objectives or goals did you achieve in the first half of the year?

(If goals still need to be established with your manager, list your top achievements in the last six months).

What objectives or goals do you hope to achieve in the second half of the year?

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What additional support do you need to succeed?

Have your responsibilities changed over time, yes, or no? If yes, please explain.

What do you enjoy most about your role?

COFFEE COMPANY

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Manager Assessment:

The manager must complete the section below during or after the scheduled check-in.

Based on the reflection provided by the employee above, please select one of the following:

- I feel like they're behind on their work.
- They could do better.
- I feel like they're getting their job done.
- I feel confident in their contributions.
- Their work has been the best ever!
- They're still new and figuring it out.

Are you aligned with the objectives or goals?

- Yes.
- No. Please explain in the box below.
- Yes, but there are additional objectives I'd like to see accomplished. Please add additional objectives in the box below.

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Any Additional feedback?