

## Host Evaluation Form

Employee Name: \_\_\_\_\_

Evaluation Period: \_\_\_\_\_

**Ranking Instructions: For each of the following areas, give the employee a score of 1-5 to indicate how strong you think the employee's skill is.**

Use the Comments section to discuss all items which you rank a 3 or lower.

5 – Has mastered this area and could teach others.

4 – Is strong in this area, but could improve.

3 – Is average in this area.

2 – Is below average in this area and could learn more about this.

1 – Need help with this to be more effective.

### Position Work Habits:

\_\_\_\_\_ Nicely greeted the guest as soon as they walked in.

\_\_\_\_\_ Offered a seat to guests or added them to the waiting list.

\_\_\_\_\_ Good knowledge of the restaurant's food and drinks.

\_\_\_\_\_ The host knows the table numbers.

\_\_\_\_\_ Follows proper cleaning procedures and bathroom cleanliness.

\_\_\_\_\_ Knows how to properly address guest with allergies.

\_\_\_\_\_ Does a constant bathroom check during the day.

\_\_\_\_\_ Maintains cleanliness in all areas.

\_\_\_\_\_ Ensures that his/ her cleaning area is clean and swept.

\_\_\_\_\_ Comes to work with a positive attitude.

\_\_\_\_\_ The host sanitizes all menus and cleans the chalkboards.

\_\_\_\_\_ Remains calm in a tense situation.

\_\_\_\_\_ The host ensured that the guest received quality service as they leave the restaurant.

\_\_\_\_\_ The host requested feedback, comments or reviews for our social media sites.

## **Professional Development, Attitude, and Efforts**

\_\_\_\_\_ Takes job seriously and seeks to improve skills

\_\_\_\_\_ Provides welcoming and positive customer service to all guest.

\_\_\_\_\_ Shows improvement in areas in which they have received training

\_\_\_\_\_ Arrives on time to his/ her shifts and rarely calls out.

\_\_\_\_\_ Is self-reflective with goals for ongoing development