

Expo 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 greets the guest and provides good customer service-

_____ Delivers orders to maintain fast service.

_____ Good knowledge of the restaurant's drinks and food options.

_____ Assists in the final preparation of dishes.

_____ Checks dishes before delivery for accuracy, presentation and temperature,

_____ Ensures orders are being prepared with the correct priority

_____ Ensure the efficient flow of orders from the waiters to the kitchen.

_____ Maintains cleanliness in all areas.

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

_____ Comes to work with a positive attitude and with a smile.

_____ Responsible for Stocking and Restocking the Station.

_____ Remains calm in a tense situation with difficult customers.

_____ The Expo does an effective job at loading trays.

Professional Development, Attitude, and Efforts

_____ Takes job seriously and seeks to improve skills

_____ Proper use of the uniform, following policies.

_____ 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