

Admin Position 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:

_____ Manage and supervises BOH and FOH positions. Follow up with new hires

_____ Provides effective training to the current and new staff.

_____ Can do food and liquor ordering and Inventory.

_____ Makes sure the food and drink specials are posted on the corkboard.

_____ Provides excellent customer service to guests and excellent leadership to employees

_____ Knows how to properly address guest with allergies.

_____ Does a constant floor, tables, and chair check during the day.

_____ Constant check of the schedule, making sure we are properly staffed.

_____ Handles the interview process and attends to the candidates that show up for interviews.

_____ Responsible for quality assurance of products leaving their outlets.

_____ Keeps Labor Percentage at 25% or below.

_____ Manages an organized system on all the forms, documents, papers and procedures that the managers must have.

_____ Provides quotes, estimates for Party Menus requested by guests.

_____ Responsible for daily deposits, and the correct operation of the POS systems.

Professional Development, Attitude, and Efforts

_____ Takes job seriously and seeks to improve skills

_____ Demonstrates passion when treating and dealing with restaurant's guests. .

_____ 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