

Restaurant Employee Evaluation Template

Restaurant Name: [Insert Name Here]

Employee Information

Employer Name	Job Title	Work Station	Date of Hire	Date of Evaluation

Supervisor Information

Supervisor Name	Job Title	Work Station

Evaluation Criteria

Use a standardized grading system that's based on letter grades (A-F), number scales (1-10), or descriptive words (poor-outstanding).

Rating category:	Self-rating:	Employee comments:	Supervisor rating:	Supervisor comments:
Job knowledge and skills				
Customer service				
Teamwork				
Time management				
Punctuality				
Communication skills				
Dependability				
[Other categories]				

Employee Goals

Current goals (from previous evaluation or ongoing):	Progress:	Evaluation:
[Goal 1]	[Enter progress made towards the goal]	[Assess the employee's performance in achieving the goal]
[Goal 2]	[Enter progress made towards the goal]	[Assess the employee's performance in achieving the goal]

New goals:	Description:	Action steps:
[Goal 1]	[Describe the new goal]	[Describe the steps or actions to be taken to achieve the goal]
[Goal 2]	[Describe the new goal]	[Describe the steps or actions to be taken to achieve the goal]

Additional comments:	[Provide any additional comments or feedback regarding the employee's performance]
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Signatures

Employee

By:

(sign here)

Name:

(print name)

Date:

(add date)

Supervisor

By:

(sign here)

Name:

(print name)

Date:

(add date)