



**HARTZ CHICKEN**  
**EMPLOYEE EVALUATION SHEET**

EMPLOYEE NAME \_\_\_\_\_ DATE \_\_\_\_\_

OWNER/MGR. GIVING EVALUATION: \_\_\_\_\_ STORE # \_\_\_\_\_

AREAS CROSS TRAINED IN: \_\_\_\_\_ DATE OF LAST EVALUATION: \_\_\_\_\_

WHEN EVALUATING EMPLOYEE, ONLY CONSIDER AREAS IN WHICH THE EMPLOYEE IS FULLY TRAINED. DO SO BY PLACING AN "X" IN THE BOX BESIDE EACH ITEM THE EMPLOYEE IS BEING EVALUATED.

O=OUTSTANDING AA=- ABOVE AVERAGE A = AVERAGE NI=- NEEDS IMPROVEMENT I=- INADEQUATE

WHEN GRADING THE EMPLOYEE BE FAIR, ACCURATE, AND TAKE THE TIME NECESSARY TO MAKE THE PROPER JUDGEMENT. ANY GRADE OF "NI" OR "I" MUST BE COMMENTED ON IN THE SPACE PROVIDED. THESE COMMENTS MUST INCLUDE THE REASON FOR THE SCORE, EMPLOYEES GOAL TO CORRECT PROBLEM, AND THE DATE THE EMPLOYEE WILL HAVE HIS/HER GOAL COMPLETE.

AREA OF TRAINING						OBSERVATION
OVERALL QUALITIES	"O"	"AA"	"A"	"NI"	"I"	COMMENTS
COOPERATION & TEAMWORK						
ATTITUDE & PROMPTNESS						
ALWAYS IN UNIFORM (neat, clean appearance)						
FAVORABLE ATTITUDE TOWARD WORK						
FRIENDLINESS TO CUSTOMERS AND CO-WORKERS						
TRUSTWORTHY & DEPENDABLE						
FOLLOWS INSTRUCTIONS AND COMPANY POLICIES						
SHOWS WILLINGNESS TO LEARN						
SHOWS PRIDE IN SELF AND WORK						
SPEED & ACCURACY OF WORK						

HOST/HOUSTESS						
PERSONABLE TO CUSTOMERS						
FOLLOWS PRIORITIES & 7 STEPS OF SERVICE						
ACCURACY OF MONEY HANDLING						
STAYS IN POSITION						
REACTS QUICKLY FOR "COOK TO ORDER" ITEMS						
ANSWERS DRIVE-THRU QUICKLY, PROPER GREETING						
SUGGESTIVE SELLING - DESCRIPTIVE WORDS						
CONTROLS CUSTOMER COMPLAINTS						
TAKES & RECORDS ORDERS CORRECTLY						
GREETES CUSTOMER WITH A SMILE						
SAYS "GOOD-BYE" AND "THANK YOU"						
THINKS "SAFETY FIRST"						
KEEPS WORK AREA NEAT & CLEAN						

PACKER	"O"	"AA"	"A"	"NI"	"I"	COMMENTS
--------	-----	------	-----	------	-----	----------

MEETS SERVICE TIMES						
FILLS ORDERS QUICKLY, CORRECTLY						
PRESENTS ORDERS TO CUSTOMERS POLITELY						
KNOWS & FOLLOWS COMPLETE PACKING SYSTEM						
ROTATES PRODUCTS WHEN PACKING ORDERS						
KEEPS AREA CLEAN & STOCKED						
DOUBLE CHECKS ORDERS						
STAYS IN POSITION						
CAN READ ORDERS QUICKLY & CORRECTLY						
KNOWS ABBREVIATIONS						
THINKS "SAFETY FIRST"						

BUFFET COOK
-------------

HAS BUFFET READY BY 10:00 a.m.						
FOLLOWS HARTZ RECIPES & MENU						
CHECKS AND MAINTAINS CORRECT TEMPS						
USES LEFTOVERS PROPERLY						
KEEPS BUFFET STOCKED & CLEAN						
PROPER ROTATION OF ALL FOODS						
PREPS FOR NEXT DAYS MENU						
STIRS FOOD OFTEN, CHANGES PANS OFTEN						
KEEPS FOOD FRESH - DOES NOT OVERCOOK						
THINKS "SAFETY FIRST"						

COOK
------

BATTERS & FRIES PER COMPANY PROCEDURES						
MARINATES ALL UN-MARINATED CHICKEN PRODUCTS PROPERLY						
MAKES ROLLS PER RECIPE						
SIFTS FLOUR & FILTER SHORTENING PROPERLY						
FILLS OUT ROLL & MARINATION CHART						
LUGS CHICKEN PROPERLY						
REACTS QUICKLY TO "COOK TO ORDER" ITEMS						
THINKS "SAFETY FIRST"						

**ALL ITEMS IN NEED OF IMPROVEMENT OR INADEQUATE HAVE BEEN REVIEWED WITH THE EMPLOYEE**

EMPLOYEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

MANAGER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_