MEAT DEPARTMENT
CUTTER- WRAPPER PERFORMANCE EVALUATION

Name_____ EVALUATION From_____ TO_____ DATE OF EVALUATION_____ STORE_____

Evaluate to what degree of performance the associate has demonstrated in each category. The following criteria will be used:

POOR:	NEEDS IMPROVEMENT:	GOOD:	VERY GOOD:	EXCELLENT:
Needs much improvement to meet expectations.	Needs slight improvement to meet minimum expectations.	Good competent Performance; meets expectations; the level of performance most often achieved.	Highly effective performance exceeds performance expectations.	Outstanding performance; far exceeds expectations.

1. ATTENDANCE: Consider the willingness to work schedule required, tardiness and absence record.

POOR	NEEDS IMPROVEMENT	GOOD	VERY GOOD	EXCELLENT
Often absent without good cause and reports for work late often.	Lax in attendance, occasionally late and often misreads schedule.	Usually present, on time and accepts work schedule.	Very prompt, regular attendance. Calls well in advance to report absence.	Always prompt, ready for work. Never absent. Willing to work on short notice.

2. PERSONAL PRESENTATION: Consider the impression the associate makes on others. Compare to dress code as described in handbook.

POOR	NEEDS IMPROVEMENT	GOOD	VERY GOOD	EXCELLENT
Very untidy, sloppy, poor presentation.	Sometimes untidy and careless about appearance and presentation.	Generally neat, well groomed. Follows dress code. Good presentation.	Evidence of care in dress, good taste. Quite pleasant. An example for others.	Usually well groomed, very neat and clean. Exceptional presentation.

3. KNOWLEDGE OF JOB DUTIES: Consider present job knowledge and other work closely related to it and work in other departments.

POOR	NEEDS IMPROVEMENT	GOOD	VERY GOOD	EXCELLENT
Does not know enough about the job to make a contribution to the company. Makes many errors.	Just enough knowledge to get by. Must be supervised. Lacks concentration.	Requires only occasional supervision. Definitely a satisfactory grasp of the job.	Knows the job well enough to be left completely independent. Well versed and capable in all areas.	Thorough knowledge of overall job and virtually every detail. Notices and does extras.

4. TREATMENT OF CUSTOMERS: Consider the attention the associate gives customers. Is the individual sincerely interested in providing service to them.

POOR	NEEDS IMPROVEMENT	GOOD	VERY GOOD	EXCELLENT
Blunt, discourteous, indifferent. Shows no interest.	Temperamental, sometimes tactless. Varies with the mood.	Agreeable, pleasant, helpful to customers, generally friendly.	Very cooperative, smiles on eye contact, projects warmth. Satisfies customers needs.	Inspiring to others in courtesy. Very pleasant, very friendly. Recognizes customers in need.

5. HOUSEKEEPING: Consider sanitation and physical appearance of sales area, work areas, backroom and cooler.

POOR	NEEDS IMPROVEMENT	GOOD	VERY GOOD	EXCELLENT
Gives no consideration to sanitation. Work very sloppy. Does not clean up after self.	Lax in this area. Needs supervision constantly. No care for equipment.	Follows all guidelines. Areas are usually neat, clean and orderly.	Extra care is exercised in sanitation and appearance. Takes action in areas that need attention.	Exceptionally neat, clean and orderly. Work areas always in tip-top condition.

6. MERCHANDISING: Consider the variety of product and the amount available for sale throughout the day.

POOR	NEEDS IMPROVEMENT	GOOD	VERY GOOD	EXCELLENT
Very little variety. Product not merchandised in case. Does not fill case at the end of work shift.	Poor product selection. Takes too long to set up. Not enough carry-over product. Lacks creativity.	Generally an adequate variety most of the time. Has basic cuts and some premium cuts available.	Cross merchandises the entire department. Always after that extra sale. Creates excitement.	Offers complete variety every hour of day. Sale items & profit items always displayed. Tries new ideas.

7. PRICING: Consider accurate labeling in compliance with all government regulations. Use of proper tare.

POOR	NEEDS IMPROVEMENT	GOOD	VERY GOOD	EXCELLENT
Product often mislabeled, priced wrong, or the improper use of tare.	More errors than acceptable. Needs constant supervision.	Meets expectations. Follows company guidelines well.	Pricing is accurate and legible. Uses tare very well.	All pricing is excellent. Weight checks all within company standards. Conscientious worker.

8. QUALITY CONTROL: Consider the appearance and freshness of product, rotation, trim, wrapping and cutting standards.

POOR	NEEDS IMPROVEMENT	GOOD	VERY GOOD	EXCELLENT
Poor rotation. Case never looks fresh. Little care placed on trim or packaging.	Rewraps not pulled daily. Does not always rotate. Case has "tired" look. Loose wrapping.	Product is bright and appealing. Good rotation, company standards are being met.	Case always bright and appealing. Cutting, trim and wrapping all better than average.	Outstanding performer. Extra care is given to make the case appealing. Excellent rotation.

9. COOPERATION AND TEAMWORK: Consider work with other associates and ability to follow company policies.

POOR	NEEDS IMPROVEMENT	GOOD	VERY GOOD	EXCELLENT
Fails to cooperate with others. Does not follow instructions.	Must be asked to assist others. Must be reminded of policies.	Works well with everyone. Will always assist whenever possible.	First to volunteer. Always cooperates with associates and management.	Works exceptionally well with others. Follows all policies and procedures to the letter.

10. AMOUNT OF WORK ACCOMPLISHED: Consider handling, trimming, wrapping, weighing and displaying of product.

POOR	NEEDS IMPROVEMENT	GOOD	VERY GOOD	EXCELLENT
Does a small amount of work and wastes a lot of time.	Below average output. Requires constant supervision.	Works at a steady pace and meets expectations.	Constantly produces more than most.	Exceptionally fast worker. Always contributes more than expected with 110% effort.

GENERAL EVALUATION

Consider length of time on the job and the associates overall performance as compared to company standards.

☐ Poor ☐Needs Improvement ☐Good ☐Very Good ☐Excellent

	YES	NO	COMMENTS
Has progress been made since last rating?			
Capable of future advancement?			
Satisfactory in present position?			

Your areas of strength are:	Your areas for improvement are:

To use your strengths more effectively our plan is:	Our plan of action for improvement is:

Associate Comments:	Evaluator Comments:

☐ We have reviewed the current OSHA Right to know law. Other _____

_____

Signature of Associate Date	Signatuer of Evaluator Date