



Staff Performance Review

Employee Name _____	Location _____	
Payroll # _____	Harmony # _____	Review Period: Jan - Jun / Jul - Dec _____
Date _____	Joining Date _____	Date of Current Designation _____

Your contribution to team performance counts... At McDonald's, your performance is the key ingredient in our 'pay for performance' philosophy which will help us deliver TOTAL CUSTOMER SATISFACTION. Our performance management system provides us the opportunity to identify your development needs. It also helps us discuss opportunities for continuous improvement; determine where you stand and most importantly, how you can achieve great success in the future. This process enables us to clearly recognize individual and team contributions and see that employees receive fair compensation.

		MAXIMUM SCORE	SCORE ACHIEVED
1. PERSONAL APPEARANCE AND DEPENDABILITY AS PER			
A. Personal Hygiene		4	
B. Care of uniform		4	
C. Working Shifts as schedule		4	
D. Time Keeping		4	
E. Staying Busy without supervision		4	
F. Completing assigned tasks promptly and efficiently		4	
2. ATTITUDE TOWARDS			
A. Working as a team member		4	
B. Fellow employees		4	
C. Customers		4	
D. New changes		4	
E. Following management directions and company policies		4	
F. Self-development		4	
G. Care of Equipment and building		4	
3. AWARENESS OF...			
A. Crew motivation		4	
B. Ability to work under pressure		4	
C. Using hustle		4	
D. Using clean as you go (CAYG)		4	
E. Using initiatives		4	
F. Effective communication with seniors and colleagues		4	
4. RESPONSIBILITIES OF			
A. Working as a partner with new crew		4	
B. Corrective Coaching		4	
C. Understanding Health and Safety Standards		4	
D. Completing SOC's		4	
E. Being aware of Product Quality		4	
F. Total Customer Satisfaction		4	
Total Score:		100	
		Percentage	%

4 Exceptional Results (100-90%)	3 Significant Results (89-80%)	2 Steady Results (79-60%)	1 Unacceptable Results (59% or Below)
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MANAGEMENT FEEDBACK _____

EMPLOYEE FEEDBACK _____

MANAGER SIGNATURE/DATE _____ Overall Performance % _____

EMPLOYEE SIGNATURE/DATE _____ Rating _____

White Copy - For Employee

Blue Copy - For Personnel Folder

Pink Copy - For HR record