



**ANDYTOWN  
COFFEE  
ROASTERS**

3016 TARAVAL ST / SF CA  
OFFICE 415 702 9859  
INFO@ANDYTOWNSF.COM  
ANDYTOWNSF.COM

### ANDYTOWN EMPLOYEE PERFORMANCE REVIEW

EMPLOYEE NAME: Robert Almendares	POSITION: Lead/trainer
MANAGER NAME: Xavier	DEPARTMENT:
REVIEW PERIOD START DATE:	REVIEW PERIOD END DATE:
REVIEW PURPOSE: <input type="checkbox"/> 90-Day <input type="checkbox"/> 6-Month <input checked="" type="checkbox"/> Annual <input checked="" type="checkbox"/> Position Update <input type="checkbox"/> Requested <input type="checkbox"/>	

#### SCORE THE PERFORMANCE IN EACH JOB FACTOR BELOW ON A SCALE OF 5 - 1

- 5 Outstanding – consistently exceeds this job factor expectation and is recognized by peers and/or customers as a leader and positive example for others.
- 4 Above Expectations – consistently meets and occasionally exceeds this job factor expectation.
- 3 Meets Expectations – consistently meets this job factor expectation.
- 2 Below Expectations – occasionally fails to meet this job factor expectation.
- 1 Needs Improvement – consistently fails to meet this job factor expectation, and a job performance improvement plan is required.

#### JOB PERFORMANCE

DEPENDABILITY	<input checked="" type="checkbox"/> 5 – Outstanding      3 – <input checked="" type="checkbox"/> Meets Expectations      1 – Need <input checked="" type="checkbox"/> Improvement <input checked="" type="checkbox"/> 4 – Above Expectations      2 – <input checked="" type="checkbox"/> Below Expectations
	NOTES: Consistently demonstrates that they care about their job
ATTENDANCE & PUNCTUALITY	<input checked="" type="checkbox"/> 5 – Outstanding      3 – <input checked="" type="checkbox"/> Meets Expectations      1 – Need <input checked="" type="checkbox"/> Improvement <input checked="" type="checkbox"/> 4 – Above Expectations      2 – <input checked="" type="checkbox"/> Below Expectations
	NOTES: Always on time and ready to work
COFFEE SKILLS	<input checked="" type="checkbox"/> 5 – Outstanding      3 – <input checked="" type="checkbox"/> Meets Expectations      1 – Need <input checked="" type="checkbox"/> Improvement <input checked="" type="checkbox"/> 4 – Above Expectations      2 – <input checked="" type="checkbox"/> Below Expectations
	NOTES: Great coffee skills! Always experimenting so fun!



**ANDYTOWN  
COFFEE  
ROASTERS**

3016 TARAVAL ST / SF CA  
OFFICE 415 702 9859  
INFO@ANDYTOWNSF.COM  
ANDYTOWNSF.COM

TEAMWORK	<input checked="" type="checkbox"/> 5 - Outstanding      3 - <input checked="" type="checkbox"/> Meets Expectations      1 - Need Improvement <input checked="" type="checkbox"/> 4 - Above Expectations      2 - <input checked="" type="checkbox"/> Below Expectations
	NOTES: good relationships with all members of the team
COMMUNICATION	<input checked="" type="checkbox"/> 5 - Outstanding      3 - <input checked="" type="checkbox"/> Meets Expectations      1 - Need Improvement <input checked="" type="checkbox"/> 4 - Above Expectations      2 - <input checked="" type="checkbox"/> Below Expectations
	NOTES: Has built good work relationships through open and friendly communication
CUSTOMER SERVICE	<input checked="" type="checkbox"/> 5 - Outstanding      3 - <input checked="" type="checkbox"/> Meets Expectations      1 - Need Improvement <input checked="" type="checkbox"/> 4 - Above Expectations      2 - <input checked="" type="checkbox"/> Below Expectations
	NOTES: Often customers express how helpful you are! Always great to hear
OVERALL PERFORMANCE	<input checked="" type="checkbox"/> 5 - Outstanding      3 - <input checked="" type="checkbox"/> Meets Expectations      1 - Need Improvement <input checked="" type="checkbox"/> 4 - Above Expectations      2 - <input checked="" type="checkbox"/> Below Expectations
	NOTES:

## GOALS FOR NEXT REVIEW PERIOD

1. coffee tastings with team
2. double hand washing
3. n/a

## RATE

Based on your performance review, we would like to offer you a new hourly rate:

**No new rate**

This rate increase will be reflected on your upcoming paycheck on:

**n/a**



**ANDYTOWN  
COFFEE  
ROASTERS**

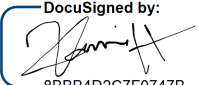
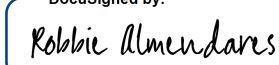
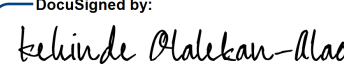
3016 TARAVAL ST / SF CA  
OFFICE 415 702 9859  
INFO@ANDYTOWNSF.COM  
ANDYTOWNSF.COM

## EMPLOYEE COMMENTS

### Employee Feedback, Goals, Clarification, Questions:

- Dependability: I am still confused regarding my score, because I have always shown to be flexible and show up when I can and cover to the best of my abilities. I only call out if I am sick and unable to work. And I communicate well when doing so and find coverage. And I always schedule any of my medical appointments on days shown that I am not working via the schedule in when I work.
- Communication: I know an example was brought up where another employee mentioned my desire to work a 4th shift during the week. I reminded Xavier that I brought this up to them personally, and that they mentioned they would circle back with me. And Xavier mentioned this was a bad example but offered no other examples of improvement. Additionally, I brought up regularly scheduled check-ins would be a good idea.
- I agree with the coffee tastings portion. I do have ideas on how to improve on that, and I look forward and hope to get support in implementing a schedule to complete that goal.
- I think check-ins are really good, and encourage multiple levels of management to check in with staff to gauge how our peers and management are doing.

## SIGNATURES

Manager	DocuSigned by:  8BBB4D2C7F0747B...	Date 12/16/2022
Employee	DocuSigned by:  F520DE11A4D045D...	Date 12/30/2022
HR	DocuSigned by:  E613410D9DC84A5...	Date 12/16/2022