**Assessment 2**

Performance Appraisal Report (Waiter)

We notify that the review will be conducted every Tuesday by the end of the Lunch shift. The Restaurant Manager will be present to deliver a review on the performance of (Waiter).

The meeting will be conducted in the Employees lunch room, and both the manager and the employee will go through the performance evaluation form to review the completion of tasks and the attainment of goals, according to the KPI list and performance agreement.

The employee will be provided with feedback on his overall performance, followed by a review of each point in the KPI list. If If any of the tasks was evaluated as not satisfactory, further training can be provided formally by the Restaurant Manager (repeating the induction process or giving further insight on the task), or the Restaurant Manager can designate an experienced employer to show the (Waiter) again how the task should be performed according to agreement.

Grievances will be treated individually first with each of the members involved. Then, if needed, there will be a second meeting where all the people involved with participate. The meeting will be conducted by the Restaurant Manager, and the outcome and actions to be taken will be delivered.

The outcome of the meeting will be registered in the performance form as comments.

Performance Appraisal Report (Chef)

We notify that the review will be conducted every Wednesday by the end of the Lunch shift. The Head Chef will be present to deliver a review on the performance of (Chef).

The meeting will be conducted in the Employee lunch room, and both the Head Chef and the employee will go through the performance evaluation form to review the completion of tasks and the attainment of goals, according to the KPI list and performance agreement.

The employee will be provided with feedback on his overall performance, followed by a review of each point in the KPI list. If If any of the tasks was evaluated as not satisfactory, further training can be provided formally by the Head Chef (repeating the induction process or giving further insight on the task), or the Head Chef can designate an experienced employer to show the employee again how the task should be performed according to agreement.

Grievances will be treated individually first with each of the members involved. Then, if needed, there will be a second meeting where all the people involved with participate. The meeting will be conducted by the Head Chef, and the outcome and actions to be taken will be delivered.

The outcome of the meeting will be registered in the performance form as comments.

Performance Appraisal Report (Manager)

We notify that the review will be conducted every Monday the end of the Lunch shift. The Restaurant Owner will be present to deliver a review on the performance of (Manager).

The meeting will be conducted in the Employees lunch room, and both the owner and the manager will go through the performance evaluation form to review the completion of tasks and the attainment of goals, according to the KPI list and performance agreement.

The employee will be provided with feedback on his overall performance, followed by a review of each point in the KPI list. If If any of the tasks was evaluated as not satisfactory, the Manager will have to re-evaluate the strategies that are involved in the setting and attainment of goals. If the work in the period reviewed was not satisfactory or insufficient, there will be a review of the basic guidelines for performance and possible solutions.

Grievances will be treated individually first with each of the members involved. Then, if needed, there will be a second meeting where all the people involved with participate. The meeting will be conducted by the Restaurant Manager, and the outcome and actions to be taken will be delivered.

The outcome of the meeting will be registered in the performance form as comments.