



TEAM MEMBER REVIEW FORM

TEAM MEMBER'S NAME:

EVALUATOR'S NAME:

DATE OF REVIEW:

Provide a rating on the performance of the Team Member regarding the skills listed below.

50 or below
requires an
action plan

Performance
Rating

0 - Unsatisfactory: Fails to meet expectations, significant improvement needed.

1 - Below Expectations: Falls below minimum standards, needs improvement.

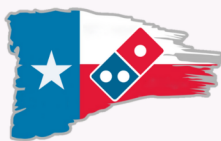
2 - Basic Proficiency: Meets some requirements, improvement needed in key areas.

3 - Satisfactory: Consistently meets job requirements.

4 - Above Expectations: Exceeds expectations, consistently excels.

For ratings of 2 or less, please provide comments of the improvement that is needed.

SKILLS	RATING	COMMENTS
PEOPLE		
Prioritizes excellent, friendly customer service consistently.		
Collaborates effectively, fostering a supportive team environment.		
Willing to assist and support team members as needed.		
Punctual, reliable, and demonstrates a strong work ethic.		
Fosters camaraderie, contributing to a positive team atmosphere.		
RESPECT		
Handles customer concerns and questions professionally and respectfully.		
Strictly adheres to food safety guidelines, prioritizing the well-being of customers and coworkers.		
Listens attentively, communicates clearly with coworkers and managers, and welcomes feedback.		
Helps to maintain a clean and organized store for the benefit of customers and coworkers.		
Presents a neat, professional appearance, upholding uniform and grooming standards with pride.		
INTEGRITY		
Strictly follows food safety guidelines and hygiene standards in food preparation.		
Completes tasks in a timely and efficient manner without compromising quality.		
Takes ownership of responsibilities and follows through on tasks consistently.		
Adapts to unexpected challenges and seeks help in unfamiliar situations.		
Addresses issues with integrity and provides practical solutions.		



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SKILLS	RATING	COMMENTS
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DRIVE

Actively contributes to food safety practices and encourages team members to do the same.		
Displays a passion for learning and skill enhancement.		
Seeks work process improvements and boosts productivity through initiative.		
Communicates effectively with coworkers and uses positive language with customers and team members.		
Proactively assumes added responsibilities and contributes ideas.		

ELEVATE

Takes initiative to learn about ingredients, menu changes, and elevate menu knowledge.		
Identifies issues and offers practical solutions to improve service quality and elevate the customer experience.		
Upholds a positive, approachable demeanor, elevating our brand's reputation.		
Promotes cleanliness and elevates Image standards.		
Adapts and enhances problem-solving in response to challenges.		

SUMMARY

TEAM MEMBER'S SIGNATURE

POSITION

DATE SIGNED

EVALUATOR'S SIGNATURE

POSITION

DATE SIGNED

(If the GM isn't the evaluator you will need their signature below)

GENERAL MANAGER SIGNATURE

DATE SIGNED