

Information about employer	
Name of establishment	
Address 1	
Address 2	
Postal code	
City	
Country	
Phone	

Information about employee	
Surname	
First name	
Position	
Department ¹	
Main tasks	
Duration of employment (dd/mm/yyyy)	from to
Weekly working hours ²	
Family name of direct superior ³	
First name of direct superior	
Position of direct superior	
Email of direct superior	

¹ Fill out one form per department

² According to contract

³ The direct superior is responsible for the employee on an operational basis – e.g. Chef de cuisine, Executive Housekeeper

EVALUATION OF THE EMPLOYEE

Performances

Quality of work performed

Working speed.....

Planning & organization.....

Stress management

Learning capacity

Task comprehension

Autonomy & initiative

Adaptation & flexibility

Improvement of performances.....

Interpersonal skills

Respect towards superiors

Team work

Relationship with the guest.....

Communication.....

Behaviour

Punctuality

Discipline

Appearance & hygiene

Courtesy & helpfulness.....

	Excellent	Good	Satisfactory	To improve	N/A
Quality of work performed	☐	☐	☐	☐	☐
Working speed.....	☐	☐	☐	☐	☐
Planning & organization.....	☐	☐	☐	☐	☐
Stress management	☐	☐	☐	☐	☐
Task comprehension	☐	☐	☐	☐	☐
Autonomy & initiative	☐	☐	☐	☐	☐
Adaptation & flexibility	☐	☐	☐	☐	☐
Improvement of performances.....	☐	☐	☐	☐	☐
Respect towards superiors	☐	☐	☐	☐	☐
Team work	☐	☐	☐	☐	☐
Relationship with the guest.....	☐	☐	☐	☐	☐
Communication.....	☐	☐	☐	☐	☐
Punctuality	☐	☐	☐	☐	☐
Discipline	☐	☐	☐	☐	☐
Appearance & hygiene	☐	☐	☐	☐	☐
Courtesy & helpfulness.....	☐	☐	☐	☐	☐

COMMENTS (max. 2000 characters)

Date

Signature of direct superior / title

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