

OVERALL EVALUATION

Consider all you know about the employee's job performance. Then use the following scale to evaluate the overall proficiency of the employee in meeting performance expectations. Check the level that best describes the employee's overall performance.

- Exceptional: Consistently exceeds the performance standards for the job. Requires little or no supervision; is sought out as an expert for troubleshooting problems or for training purposes; handles routine and unexpected jobs equally well; extends help to other parts of the hotel.
Highly successful: Usually exceeds the performance standards for the job; handles expected and much of the unexpected well with very limited supervision; is knowledgeable and skillful about their duties and can teach others; takes personal responsibility for continual skill enhancement.
Successful: Satisfactorily meets the performance standards for the job. handles expected and some of the unexpected well and does so with a normal degree of supervision; has knowledge in area and can teach fundamentals to others; can continue to develop with additional coaching, advanced training or experience.
Needs Improvement: Performance does not consistently meet the performance standards for the job; demonstrates some performance deficiencies or inconsistencies; can improve with additional basic training, coaching or experience.
Unacceptable: Performance is clearly deficient and improvement has not been noted; improvement is required; additional follow-up will be needed.
Not Applicable: To early to evaluate; unable to evaluate.

GENERAL INSTRUCTIONS

Please complete all sections of this evaluation form that apply to the employee's position. Fill in the General Information section first, then evaluate the employee on each job function as described in each performance standard. If you are unable to evaluate any aspect of the employee's performance at this time, leave that part blank. If you are unable to evaluate any aspect of the employee's performance, discuss your rating with the employee, record any development plans that are appropriate and obtain the necessary acknowledgement signatures.

PERFORMANCE STANDARDS

Please mark all statements below which accurately describe the typical performance of the employee on a day-to-day basis. Count and record the total number of marks for each performance standard.

Linen Inventory/Rotation

- Maintains an adequate number of turns to meet the hotel's needs
Salvages all stained or torn linens which can be re-used as rags, etc.
Operates washing/drying machines according to proper procedure
Folds, stacks and stores linens in compliance with hotel standards/procedures
Processes damaged linens for discard according to hotel procedure/standard
Reports laundry equipment malfunctions promptly
Cleans equipment filters/lint on schedule
Maintains orderly storage and chemicals area
Maintains adequate inventory of laundry supplies

Summary table for Linen Inventory/Rotation with columns for mark ranges (8-9, 7, 5-6, 0-4) and performance levels (highly successful, successful, below expectations, needs immediate improvement).

DEVELOPMENT PLAN

If the employee's performance is either "needs improvement" or "unacceptable," a development plan is required; otherwise it is optional. The plan should include activities and training programs, as well as expected completion dates and methods for evaluating the improved or new skills.

Blank lines for writing a development plan.

Acknowledge of Probation/Year End discussion:

Employee Signature

Supervisor Signature

General Manager's Signature

Guest Satisfaction

- Receives no complaints from guests about dirty towels or linens
Receives no complaints from guests about torn or damaged linens
Speaks to or acknowledges guests encountered in the hotel
Stays calm when guests become upset
Gives accurate information or direction to guests
Remains patient even with the most demanding guest
Never displays anger in front of guests
Responds promptly to guests' special requests
Explains why guest requests cannot be satisfied

Summary table for Guest Satisfaction with columns for mark ranges (8-9, 6-7, 4-5, 0-3) and performance levels (highly successful, successful, below expectations, needs immediate improvement).

PERFORMANCE PLANNING AND EVALUATION

LAUNDRY ATTENDANT

JOB SUMMARY

The laundry attendant is responsible for maintaining a constant supply of clean linens and towels for the hotel. Essential job functions include: pre-sorting linens in order to locate and salvage stained or torn items; recording counts for discarded linens; loading and operating commercial washers and dryers; folding and stacking towels, sheets and other linens; inspecting linens for stains/tears; cleaning storerooms and laundry and organizing storage areas; reporting equipment problems to maintenance; cleaning lint and keeping a log; meeting hotel standards for guest service and work habits; and other duties as assigned.

Property:

Employee name:

SSN:

Supervisor's Name:

Date:

Work Habits

- Has no unexcused absences
Gives advance notice when absence is anticipated
Is prompt in reporting to work
Is prompt in returning from breaks
Wears clothing appropriate for the position
Personal appearance (hair, makeup, etc) appropriate for the position
Personal hygiene or cleanliness is appropriate for the position
Follows safety and security procedures (e.g. key control, fire alerts, back belts, appropriate shoes, etc)
Work at a rate sufficient to keep pace with job demands
Accepts work assignments without complaints
Helps co-workers with their job duties as needed
Seeks out work assignments rather than wait for a manager's direction

Summary table for Work Habits with columns for mark ranges (11-12, 9-10, 7-8, 0-6) and performance levels (highly successful, successful, below expectations, needs immediate improvement).