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[**Microsoft Word Performance Review Templates: 10 Great Templates You NEED to See!**](https://teamflect.com/blog/performance-management/microsoft-word-performance-review-template)

**Restaurant Employee Evaluation Form**

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| **Restaurant Employee Evaluation Form** | | | | | |
| **Adele Vance:**  Manager |  | | **Reviewer:** Miriam Graham **Review Period:**  **Self-review submitted on:  Review Due: Finalize Due:** | | |
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| Creating an effective restaurant employee evaluation template involves asking questions that assess various aspects of performance, from job knowledge to customer service skills. | | | | | |
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| **1. Job Knowledge and Skills** | | | | | |
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| **Q1:** How well does the employee understand the menu, including ingredients and preparation methods? | | | | | |
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| **Q2:** Can the employee suggest appropriate menu items based on customer preferences or dietary restrictions? | | | | | |
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| **Q3:** How confident is the employee in using the restaurant's equipment (e.g., POS systems, kitchen tools)? | | | | | |
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| **Q4:** Does the employee follow proper procedures for equipment maintenance and safety? | | | | | |
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| **2. Customer Service** | | | | | |
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| **Q1:** How effectively does the employee communicate with customers? | | | | | |
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| **Q2:** Does the employee handle customer inquiries and complaints in a professional manner? | | | | | |
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| **Q3:** Does the employee maintain a positive and friendly attitude during interactions with customers? | | | | | |
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| **Q4:** How well does the employee handle stressful or busy periods while maintaining good customer service? | | | | | |
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| **3. Teamwork and Collaboration** | | | | | |
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| **Q1:** How well does the employee work with other team members? | | | | | |
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| **Q2:** Does the employee contribute positively to the team dynamic and support colleagues when needed? | | | | | |
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| **Q3:** How does the employee handle conflicts or challenges within the team? | | | | | |
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| **Q4:** Is the employee proactive in finding solutions or offering help when problems arise? | | | | | |
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| **4. Work Ethic and Reliability** | | | | | |
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| **Q1:** Is the employee consistently punctual for their shifts? | | | | | |
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| **Q2:** How reliable is the employee in terms of attendance and meeting scheduling commitments? | | | | | |
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| **Q3:** Does the employee complete assigned tasks promptly and efficiently? | | | | | |
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| **Q4:** How well does the employee manage their time and prioritize tasks during busy periods? | | | | | |
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| **5. Compliance and Adherence to Policies** | | | | | |
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| **Q1:**Does the employee demonstrate a clear understanding of the restaurant’s policies (e.g., health and safety, hygiene)? | | | | | |
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| **Q2:** How well does the employee adhere to these policies in daily operations? | | | | | |
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| **Q3:** Does the employee consistently follow the restaurant’s dress code and appearance standards? | | | | | |
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| **6. Professional Development** | | | | | |
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| **Q1:** How open is the employee to receiving feedback and making improvements? | | | | | |
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| **Q2:** Has the employee shown interest in developing new skills or taking on additional responsibilities? | | | | | |
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| **Q3:** Has the employee participated in any recent training or development programs? | | | | | |
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| **Q4:** How has the employee applied new skills learned in their daily work? | | | | | |
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| **7. Customer Feedback** | | | | | |
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| **Q1:** Have customers provided positive feedback about the employee’s service? | | | | | |
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| **Q2:** Are there any recurring themes in customer feedback regarding the employee’s performance? | | | | | |
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| **Q3:** How effectively does the employee manage interactions with difficult or dissatisfied customers? | | | | | |
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| **8. Overall Performance and Areas for Improvement** | | | | | |
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| **Q1:** What are the employee’s key strengths in their role? | | | | | |
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| **Q2:** What areas could the employee focus on improving? | | | | | |
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| **Q3:** What specific goals should the employee aim to achieve before the next evaluation? | | | | | |
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| **9. Management Feedback** | | | | | |
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| **Q1:** How does the manager view the employee’s overall contribution to the restaurant? | | | | | |
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| **Q2:** Is the employee recommended for promotion or additional responsibilities? | | | | | |
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| **Q3:** What steps should the employee take to prepare for a potential advancement? | | | | | |
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| **Adele's answers** | | | | **Miriam's answers** | |
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| **Rating of this employee (Miriam's answers) (Between 1-10)** | | | | | |
|  | **Rating** |  | **Weighted Average** | | |
| **Cultural fit** | 6.5 |  | 7.125 | | |
| **Onboarding speed** | 8 |  |
| **Quality of work** | 7 |  |
| **Communication** | 7 |  |
| **Overall Comments** | | | | | |
|  | | | | | |
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|
| **Employee Signature** |  | | **Reviewer Signature** |  | **Date** |