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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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| **Adele's answers** | **Miriam's answers** |
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| **Q2:** Can the employee suggest appropriate menu items based on customer preferences or dietary restrictions? |
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| **Adele's answers** | **Miriam's answers** |
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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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| **Adele's answers** | **Miriam's answers** |
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| **Q3:** What specific goals should the employee aim to achieve before the next evaluation? |
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| **Adele's answers** | **Miriam's answers** |
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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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| **Adele's answers** | **Miriam's answers** |
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| **Q2:** Is the employee recommended for promotion or additional responsibilities? |
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| **Adele's answers** | **Miriam's answers** |
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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** |
| Lorem ipsum | Lorem ipsum |
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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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|
| **EmployeeSignature** |   | **ReviewerSignature** |   | **Date** |