

TEAM MEMBER

Name:

Date:



Instructions:

1. General Manager: select the rating that describes how consistently the **Team Member** demonstrates these leadership behaviors.
2. General Manager and **Team Member** discuss and align on results.
3. General Manager maintains form and provides copy to their Area Coach.

BEHAVIORS	RATINGS		
	O	S	E
SMART			
Good teacher - Welcomes new Team Members and assists in their development.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspires - Encourages other Team Members to achieve restaurant goals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delegates - Communicates with their management team and executes tasks delegated to them.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HEART	O	S	E
Listens - Listens to other Team Members and promotes a cohesive work environment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cares - Expresses genuine care for the entire restaurant team.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recognizes - Involved in the restaurant recognition program and recognizes others for their accomplishments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COURAGE	O	S	E
Career discussions - Engages with the GM on their career growth and engages in development discussions with GM.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regular performance feedback - Seeks feedback on their performance and has a desire to consistently improve.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rely on during uncertainty - Seen as a stable, confident member of the team.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2021 ANNUAL PERFORMANCE RATING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

NEXT STEPS: Set 1 to 3 SMART goals that will deliver the most impact on overall performance moving forward

SIGNATURES

Name:	Date:	Manager Name:	Date:
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RATING KEY

<p>Opportunity</p> <p>Performance needs some improvement in order to consistently meet goals.</p> <p>Either what is produced or how it is produced require improvement in one or more areas to meet expectations of the position.</p> <p>Such performance shortfalls may be attributable to missing or undeveloped skills and/or experience.</p>	<p>Successful</p> <p>Performance is strong and consistently meets, and occasionally exceeds goals.</p> <p>Achieves both "The What" and how to meet expectations of the position.</p> <p>Results may add value beyond the scope of the current role, often benefiting the division/department.</p>	<p>Exceptional</p> <p>Performance is superior and regularly exceeds goals.</p> <p>Both what is produced and how it is produced far exceed standards and expectations of the position.</p> <p>Performance at this level occurs throughout the year and across all key aspects of the position. Results significantly benefit the division/department and likely the broader business.</p>
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