

Candidate Assessment – Instructions and Samples

Name (Print): [always fill in the name of the MIT] Store#: [always fill in the store number]

Training Manager: Complete an assessment every week. After discussing the assessment with the Candidate, please sign and place in the Candidate's File.

1. **What required shifts has the Candidate completed this week and give specifics? If all required shifts were not completed, why?**

Please list what area or what shifts were worked for this week. If any shifts were missed, please state the reason.

2. **What are some of the strengths the Candidate exhibited this week? Please give specific examples and explain.**

Please state what the MIT did well this week. Be very specific.

For example:

- *"While working, Prep Jim went out of his way to help a Guest find the honey butter on the bar."*
- *"While on the Line, Jim not only took the order for the family of 6, but he paid special attention to their children and made them all balloons."*
- *"Jim scored a 100% on the Prep quiz on the first attempt. Nice job!"*

3. **Are there any areas of opportunity? If so, what are they and what type of action plan has been developed?**

Again, be specific. Check their workbook and eLearning Center progress.

For Example:

- *"Jim scored a 80% on the line quiz. He then took the quiz again right away and scored an 85%. In the future, when you take a quiz and you fail, do not take it again right away. Please notify me before attempting it again. We will go over the questions that you missed."*
- *"In your workbook, you are missing the Walk the Bar Assignment in the Prep area. Please complete this on your next closing shift and bring it to me for sign-off. So that you do not forget to do the assignments, I suggest that you add them as reminders on your phone."*

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4. Please comment on the following:

- **Punctuality** *"Marsha was on time for each shift and 10 minutes early on Monday."*
- **Appearance** *"Doug is clean shaven and his clothes are always ironed." OR "Please remember to wash your hands every time you remove your gloves. This week we discussed the white powder around your pants pockets."*
- **Dependability** *"When the rush happened on Tuesday, Josh stopped studying and went to his assigned area without my direction."*
Professionalism *"On Monday the joke, you told about large people could be perceived as offensive. As we As we discussed if you have to look around before you tell it, then don't."*
- **Communication with the Restaurant Staff** *"Cameron is very open to listening to what the Co-workers have to say. Belinda (Prep) told me how receptive you were to her teaching you make the Seafood Salad."*
- **Guest Hospitality** *"The Children love when you make them the balloons and play with them. You are training our future Guests."*

Manager Comments:

"Please continue to have a plan each day. Ask for clarification when needed. Remember your training comes first."

Candidate Comments:

Please have the MIT tell you how they think they did this week. Always give the MIT the opportunity to write their comments on the Weekly Evaluation Form.

- ☐ By signing this, I confirm that I reviewed and discussed this assessment with the Candidate.

Manager Signature: [signatures on the evaluation are required] **Date:** [always date the form]

- ☐ By signing this, I confirm that I reviewed and discussed this assessment with the Manager.

Candidate Signature: [signatures on the evaluation are required] **Date:** [always date the form]

Place completed form in the Candidate's File.