



# SUBWAY EMPLOYEE EVALUATION



EMPLOYEE \_\_\_\_\_

DATE \_\_\_\_\_

UNIT # \_\_\_\_\_

JOB TITLE \_\_\_\_\_

MANAGER \_\_\_\_\_

PAY RATE \_\_\_\_\_

HIRE DATE \_\_\_\_\_

**RATING SYSTEM:** 5 = OUTSTANDING    3 = AVERAGE    1 = UNACCEPTABLE  
4 = ABOVE AVERAGE    2 = BELOW AVERAGE

**TOTAL POINTS POSSIBLE ON THIS EVALUATION: 195**

**ATTENDANCE:**

- \_\_\_\_\_ Reports to work on time
- \_\_\_\_\_ Attendance
- \_\_\_\_\_ Schedule flexibility
- \_\_\_\_\_ Willingness to come in on unscheduled days

**WORK HABITS:**

- \_\_\_\_\_ Speed and accuracy of service
- \_\_\_\_\_ Ability to follow direction and complete tasks
- \_\_\_\_\_ Clean as you go
- \_\_\_\_\_ Practice policies and procedures
- \_\_\_\_\_ Completes reports timely and accurately

**ATTITUDE:**

- \_\_\_\_\_ Positive attitude overall
- \_\_\_\_\_ Cooperation with fellow employees
- \_\_\_\_\_ Conduct on sales floor
- \_\_\_\_\_ Promotes teamwork
- \_\_\_\_\_ Initiative to keep busy during non peak times
- \_\_\_\_\_ Performance during peak times (sense of urgency)
- \_\_\_\_\_ Personal hygiene/Uniform appearance
- \_\_\_\_\_ Communication with management
- \_\_\_\_\_ Response to direction and instruction

**PREPARATION AND PRODUCTION:**

- \_\_\_\_\_ Slicer speed
- \_\_\_\_\_ Slicer procedures
- \_\_\_\_\_ Slicer appearance and accuracy
- \_\_\_\_\_ Sandwich line speed
- \_\_\_\_\_ Sandwich line procedures
- \_\_\_\_\_ Sandwich appearance and accuracy
- \_\_\_\_\_ Prep set ups
- \_\_\_\_\_ Portion control
- \_\_\_\_\_ Waste control
- \_\_\_\_\_ Product dating and rotating
- \_\_\_\_\_ Temperature safety logs
- \_\_\_\_\_ Raw product preparation

**CUSTOMORE RELATIONS:**

- \_\_\_\_\_ Greeting of customers
- \_\_\_\_\_ Eye contact made with customer
- \_\_\_\_\_ Hand washing procedures
- \_\_\_\_\_ Register procedures (accuracy and speed)
- \_\_\_\_\_ Thank you to customer
- \_\_\_\_\_ Order taking (accuracy and speed)
- \_\_\_\_\_ Knowledge of menu and product recipe
- \_\_\_\_\_ Suggestive selling
- \_\_\_\_\_ Check back with table guest

**COMMENTS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- \_\_\_\_\_ OVERALL SCORE %
- \_\_\_\_\_ PROPOSED RAISE BASED ON SCORE
- \_\_\_\_\_ RESTAURANT PERFORMANCE EVALUATION
- \_\_\_\_\_ LESS \$.05 PER WRITE UP (QTY\_\_\_ )
- \_\_\_\_\_ EARNED HOURLY RAISE
- ===== NEW PAY RATE

**SCORING CHART**

**85 to 100% = \$.10**  
**70 to 84% = \$.05**

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
MANAGER SIGNATURE

\_\_\_\_\_  
SUPERVISOR SIGNATURE

IF RESTAURANT PERFORMANCE MEETS STANDARDS AN ADDITIONAL \$.05 CAN BE EARNED

Food cost +/- 5 % of food cost target  
Labor cost +/- 20% of labor cost target

Sales > 10% increase of last year  
Inspections average score of 75% or more