

HTE 3623 Peer Manager Evaluation

Banquet Theme: _____

Your Name: _____

Name of manager evaluated: _____

Please fill out the following evaluation for each of your team members. This is an anonymous process to be placed in a sealed envelop with your portfolio.

Please assign a point value to each main topic. Distribute points as you feel they were earned.

Distribution of workload **30 points:** _____

What percentage of the total work did the individual team member contribute?

Was the workload evenly and fairly distributed?

- Standardizing recipes
- Cost analysis
- Prep list/time line
- Staff assignments
- Portfolio

Contribution to creative process **20 points:** _____

- Recipe search
- Recipe testing
- Menus/Centerpieces
- Plate presentations/garnishing

Execution of luncheon **50 points:** _____

- Prep work before luncheon
- Dining room set up
- Communication/leadership
- Attitude/ability to work well within team
- Professionalism
- Ability to deal with unplanned events
- Follow through with assignments before/during/after

Comments:

Total: _____