

Peer Evaluation Guidelines for Restaurant Staff

Dear Team,

As part of our ongoing efforts to enhance our service quality and team dynamics, we are implementing a peer evaluation process. Below are the guidelines that will govern this evaluation:

Evaluation Criteria

- **Customer Service:** Attentiveness, friendliness, and responsiveness to guests.
- **Teamwork:** Collaboration with fellow staff and contribution to a positive work environment.
- **Work Ethic:** Punctuality, reliability, and professionalism in all responsibilities.
- **Skill Proficiency:** Ability to perform assigned duties effectively and efficiently.

Evaluation Process

Each team member will be required to evaluate their peers on a scale of 1 to 5 (1 being the lowest and 5 being the highest) based on the criteria listed above. Please submit your evaluations by the end of the month.

Confidentiality

All evaluations will be kept confidential, ensuring honest feedback in a constructive manner.

Thank you for your participation and dedication to creating a great dining experience for our guests!

Sincerely,

[Your Name]

[Your Position]

[Restaurant Name]