

Welcome to HOOP!A

Excitement Delivered to YOU



**Human Resources Competition
New York Youth Business Summit
2019**

Employee Handbook



- **Company Description**
- **Employee Policies**
- **Recruitment Policy**
- **Harassment**
- **Communication**
- **Employee of the Month**
- **Employee Evaluation Form**

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Company Communication



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**hoopla.ca@
veinternational.org**



Website



Bulletin Board

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Employee Evaluations



Hoopla Employee Evaluation Form

Employee: _____ Position of Employee: _____
 Supervisor: _____ Evaluation Period: _____ to _____

Performance Criteria	Unsatisfactory ★	Below Expectations ★★	Meets Expectations ★★★	Exceeds Expectations ★★★★	Outstanding ★★★★★	Employee Total	Supervisor Total
Quality of Work • Accuracy & Neatness • Work is in order & Complete • Productive • Follows instructions	• Work is messy and contains errors • Work is often incomplete • Produces little to no work • Rarely follows instructions	• Work is poor quality and needs revision • Work is sometimes incomplete • Produces work • Sometimes follows instructions	• Work meets quality expected • Work is mostly complete • Produces expected amount of work • Follows instructions like instructed	• Work is consistently neat and accurate • Work is consistently complete • Produces good work • Follows instructions thoroughly	• Work is always impeccable • Work is always complete • Produces spectacular work • Always follows full instructions		
Time Management • Uses time wisely • Always on task • Quick to start work • Ahead of their tasks	• Time not used wisely • Rarely on task • Does not work • Rarely finishes work	• Time was used very little • Sometimes on task • Works but requires monitoring • Rarely finishes work	• Time is used • On task • Starts work when told so • Finishes work mostly on time	• Consistently manages time effectively • Consistently on task • Consistent to start work • Consistently finishes work on time	• Time is used productively • Always on task and encourages others to do so as well • Works right away without being told so • Always finishes work ahead of time		
Attendance and Punctuality • On time for work • Attends everyday	• Often late to work • Excessive absents (5)	• Late more than once or twice • Excessive absents(3)	• Late once or twice or less • Has 1 or less absence	• No tardies • No absences	• Always on time often • Always at work often and puts in extra time on off hours		
Interpersonal Skills • Contributes to the department • Works well with others • Helps others who are behind in work • Promotes company goodwill	• Rarely contributes to the department • Often has problems with other employees • Provides no help to their employees falling behind in their tasks • Rarely promotes company goodwill	• Little to no contribution to the department • Sometimes has problems with other employees • Provides little help to their employees • Sometimes promotes company goodwill	• Contributes to the department • Works with others • Provides help when asked • Usually promotes their company goodwill	• Consistently contributes to the department • Consistent team player • Consistently provides help to employees • Consistently promotes their company goodwill	• Contributes to the department and company • Supports everyone actively • Provides help to their fellow department co-workers • Outstanding ambassador of the company		
Attitude • Maintains a positive disposition • Seeks to build bonds and friendships • Encourages others • Complies with company rules(Phone/Music)	• Often has a negative attitude • Often creates conflict with other employees • Rarely encourages employees • Often disobeyed a company policies	• Sometimes has a negative attitude • Sometimes has created conflict with other employees • Sometimes encourages others • Sometimes disobeys company policies	• Has a positive attitude • Consistently builds bonds with their co-workers • Encourages others • Compliant with company policies	• Consistent positive attitude • Consistently builds bonds with employees in the company • Encourages employees • Consistent with company policies	• Positive attitude and is a role model for others • Actively build bonds with everyone • Always encourages employees • Actively supports company policies		
Comments:						Total Score /25	

- ☐ Option 1: 23-25 Outstanding
☐ Option 2: 20-22 Exceeds Expectations/
☐ Option 3: 15-19 Meets Expectations/
☐ Option 4: 8-14 Below Expectations/
☐ Option 5: 0-7 Unsatisfactory
- 5% Pay increase in monthly salary**
3% Pay increase in monthly salary
1% Pay increase in monthly salary
1 month re-evaluation to improve for 1% pay increase
1 month re-evaluation to improve or termination

Evaluation Form

Weekly Evaluation

visit us at www.hoopla.world

Employee Recognition

Employees of the Month



January



February



March

Holiday Potlucks

