

# Self-Appraisal

PLEASE PRINT

CURRENT AS OF 9/97

Employee Name Duane Bridgewater Date 1/1

Title NCT III Department SJCMVCD

Length of time in position \_\_\_\_\_ Period covered by review: from 12/1/97 to 12/31/97

Reason for Review: \_\_\_\_\_

**Instructions:** Carefully evaluate your work performance in relation to the essential functions of the job. Check the rating box which best defines your performance. Indicate N/A if not applicable. Assign points for each rating within the scale and write that number in the corresponding points box. Points will be totaled and averaged for an overall performance score.

## Definitions of Performance Ratings

**O - Outstanding** - My performance is exceptional in all areas and is recognizable as being far superior to others.

**V - Very Good** - The results I achieve clearly exceed most position requirements. My performance is of high quality and is achieved on a consistent basis.

**G - Good** - I am competent and produce a dependable level of performance. I meet the performance standards of the job.

**I - Improvement Needed** - My performance is deficient in certain areas. Improvement is necessary.

**U - Unsatisfactory** - The results I achieve are generally unacceptable and require immediate improvement.

**N/A - Not Applicable** or too soon to rate.

Performance Factors	Rating	Scale	Points	Supportive Details or Comments
1. <b>Quality</b> - The extent to which my work is accurate, thorough and neat.	<input type="checkbox"/> O <input type="checkbox"/> V <input checked="" type="checkbox"/> G <input type="checkbox"/> I <input type="checkbox"/> U	100-90 89-80 79-70 69-60 Below 60	Points 75	I STRIVE TO BE ACCURATE & THOROUGH. - NEATNESS IS NOT A STRONG POINT
2. <b>Productivity</b> - The extent to which I produce a significant volume of work efficiently in a specified period of time.	<input type="checkbox"/> O <input checked="" type="checkbox"/> V <input type="checkbox"/> G <input type="checkbox"/> I <input type="checkbox"/> U	100-90 89-80 79-70 69-60 Below 60	Points 80	A SIGNIFICANT VOLUME OF WORK PRODUCED EFFICIENTLY. I DO MY JOB
3. <b>Job Knowledge</b> - The extent to which I possess the practical/technical knowledge required on the job.	<input type="checkbox"/> O <input checked="" type="checkbox"/> V <input type="checkbox"/> G <input type="checkbox"/> I <input type="checkbox"/> U	100-90 89-80 79-70 69-60 Below 60	Points 85	WITH MY TIME & EXPERIENCE I POSSES THE PRACTICAL & TECHNICAL KNOWLEDGE OF MOSQUITO CONTROL
4. <b>Reliability</b> - The extent to which I can be relied upon regarding task completion and follow-up.	<input type="checkbox"/> O <input checked="" type="checkbox"/> V <input type="checkbox"/> G <input type="checkbox"/> I <input type="checkbox"/> U	100-90 89-80 79-70 69-60 Below 60	Points 88	MY WORK CAN BE RELIED UPON I CHECK & RECHECK BEFORE STATING JOB IS COMPLETED
5. <b>Attendance</b> - The extent to which I am punctual, observe prescribed work break/meal periods and have an acceptable overall attendance record.	<input type="checkbox"/> O <input checked="" type="checkbox"/> V <input type="checkbox"/> G <input type="checkbox"/> I <input type="checkbox"/> U	100-90 89-80 79-70 69-60 Below 60	Points 80	I USE MY VAC. TIME AS PER MOU. IMPUNCTUAL, I OBSERVE WORK HOURS WHEN IN FIELD I RARELY TAKE BREAKS - IVE HAD MEDICAL PROBLEMS THIS PAST YEAR SO I USED SICK LEAVE.
6. <b>Independence</b> - The extent to which I perform work with little or no supervision.	<input type="checkbox"/> O <input checked="" type="checkbox"/> V <input type="checkbox"/> G <input type="checkbox"/> I <input type="checkbox"/> U	100-90 89-80 79-70 69-60 Below 60	Points 90	TELL ME WHAT YOU WANT & THEN LEAVE ME ALONE UNTIL PROJECT IS COMPLETED

Performance Factors	Rating	Scale	Supportive Details or Comments
7. Creativity – The extent to which I propose ideas, find new and better ways of doing things.	O V • G I U	100-90 89-80 79-70 69-60 Below 60	Points 80 The PAST 29 SEASONS I've come up with NUMEROUS Ideas FOR getting work done
8. Initiative – The extent to which I seek out new assignments and assume additional duties when necessary.	O V • G I U	100-90 89-80 79-70 69-60 Below 60	Points 80 I Fulfill My Job Duties & VOLUNTEER MY TIME to do EXTRA, when OR AS needed
9. Adherence to Policy – The extent to which I follow safety and conduct rules, other regulations and adhere to company policies.	O V • G I U	100-90 89-80 79-70 69-60 Below 60	Points 89 When ON the Job, I PUT This DISTRICT FIRST
10. Interpersonal Relationships – The extent to which I am willing and demonstrate the ability to cooperate, work and communicate with coworkers, supervisors, subordinates and/or outside contacts.	O V • G I U	100-90 89-80 79-70 69-60 Below 60	Points 80 I GET along very well with Fellow Employees-Subordinates & Public. I am willing to COOPERATE & WORK with ALL DISTRICT EMPLOYEES
11. Judgment – The extent to which I demonstrate proper judgment and decision-making skills when necessary.	O V • G I U	100-90 89-80 79-70 69-60 Below 60	Points 85 I Do My Best To make proper judgement CALLS AS TO NOT REFLECT NEGATIVE ON This DISTRICT

Rate your overall performance in comparison to position duties and responsibilities.

Total Points **912** ÷ Number of Factors Rated **11** = **82.9** Overall Rating

- Outstanding 100 - 90
- Very Good 89 - 80
- Good 79 - 70
- Improvement Needed 69 - 60
- Unsatisfactory Below 60

Please complete the following statements.

- Since my last appraisal, my job performance has improved in the following areas: **I HAVE NEVER STOPPED TRYING TO IMPROVE MYSELF**
- The following training would enhance my productivity:
- I have an interest in learning more about the following areas: **I WOULD LIKE TO SUPERVISE THE LODI AREA BEFORE I RETIRE.**
- Skills or competencies I have obtained since my last review:

Additional Employee Comments

**83/11**

Signature

*Deane Burdett*



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