

# Performance Appraisal

Copies To  
O.H. & E.G. 1/4/00

PLEASE PRINT

CURRENT AS OF 9/97

Employee Name \_\_\_\_\_ Title \_\_\_\_\_

Department \_\_\_\_\_ Employee Payroll # \_\_\_\_\_

Reason for Review  Annual  Promotion  Unsatisfactory Performance  Merit  End of Introductory Period  Peer  Other \_\_\_\_\_

Period covered by review \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ Date of last appraisal \_\_\_\_/\_\_\_\_/\_\_\_\_ Scheduled appraisal date \_\_\_\_/\_\_\_\_/\_\_\_\_

**Instructions:** Carefully evaluate employee's work performance in relation to the essential functions of the job. Check the rating box under the appropriate performance description to indicate the employee's performance. Indicate N/A if not applicable. The points for each performance description checked will be totaled and averaged for an overall performance score.

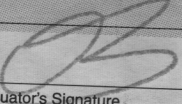
Areas to be Evaluated	N/A	Unsatisfactory (1)	Improvement Needed (2)	Good (3)	Very Good (4)	Outstanding (5)
1. <b>Quality</b> – The extent to which an employee's work is accurate, thorough and neat.						<input checked="" type="checkbox"/>
Comments: WORK SHOWS OF QUALITY						
2. <b>Productivity</b> – The extent to which an employee produces a significant volume of work efficiently in a specified period of time.						<input checked="" type="checkbox"/>
Comments: OUTSTANDINGLY PRODUCTIVE						
3. <b>Job Knowledge</b> – The extent to which an employee possesses the practical/technical knowledge required on the job.	<input checked="" type="checkbox"/>					
Comments: N/A						
4. <b>Reliability</b> – The extent to which an employee can be relied upon regarding task completion and follow-up.						<input checked="" type="checkbox"/>
Comments: NO NEED FOR RECHECK ALL WORK COMPLETED CORRECTLY						
5. <b>Attendance</b> – The extent to which an employee is punctual, observes prescribed work break/meal periods and has an acceptable overall attendance record.	<input checked="" type="checkbox"/>					
Comments: AX						
6. <b>Independence</b> – The extent to which an employee performs work with little or no supervision.						<input checked="" type="checkbox"/>
Comments: LIKES TO DISCUSS ORDERS WITH SUPERVISOR ASST. MGR. BEFORE DOING JOB						
7. <b>Creativity</b> – The extent to which an employee proposes ideas, finds new and better ways of doing things.						<input checked="" type="checkbox"/>
Comments: VERY CREATIVE OUTSTANDING IDEAS IN IDENTIFYING SOURCES						
8. <b>Initiative</b> – The extent to which an employee seeks out new assignments and assumes additional duties when necessary.						<input checked="" type="checkbox"/>
Comments: LOOKS FOR NEW SOURCES, FILLS IN WHEN NEEDED, WITH OUT COMPLAINTS						
9. <b>Adherence to Policy</b> – The extent to which an employee follows safety and conduct rules, other regulations and adheres to company policies.						<input checked="" type="checkbox"/>
Comments: FOLLOW ALL SAFETY RECS. DISTRICT POLICIES						
10. <b>Interpersonal Relationships</b> – The extent to which an employee demonstrates the ability to cooperate, work and communicate with coworkers, supervisors, subordinates and/or outside contacts.						<input checked="" type="checkbox"/>
Comments: WORKS WELL WITH COWORKERS & PUBLIC LIKES TO MAKE END RUNS AROUND SUPERVISOR						
11. <b>Judgment</b> – The extent to which an employee demonstrates proper judgment and decision-making skills when necessary.						<input checked="" type="checkbox"/>
Comments: REGARDS TO FIELD OPERATION EXCELLENT CALLS MADE						
12. <u>Supervisor Comments</u>						<input checked="" type="checkbox"/>
Comments: I have <sup>seen</sup> A GREAT IMPROVEMENT WITH REGARDS TO # 6 & #10						

Total Points  ÷ Number of Areas Rated  =  Overall Rating

- UNSATISFACTORY (1.0-1.4)
- IMPROVEMENT NEEDED (1.5-2.4)
- GOOD (2.5-3.4)
- VERY GOOD (3.5-4.4)
- OUTSTANDING (4.5-5.0)

Manager's Comments: \_\_\_\_\_

Employee's Comments: \_\_\_\_\_

Evaluator's Signature  Date 1/4/00 Employee's Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_